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MANUAL
OF
INTERIOR GUARD DUTY
UNITED STATES ARMY

1914

CORRECTED TO APRIL 15, 1917
(CHANGES, NO. 1)

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Manual of Interior Guard Duty

U. S. ARMY

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WAR DEPARTMENT,
OFFICE OF THE CHIEF OF STAFF,
Washington, May 21, 1914.

The following Manual of Interior Guard Duty is approved and herewith published for the information and government of the Regular Army and the Organized Militia of the United States.

By order of the Secretary of War:

W. W. WOTHERSPOON,
Major General, Chief of Staff.

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MANUAL OF INTERIOR GUARD DUTY.

INTRODUCTION.

1. Guards may be divided into four classes: Exterior guards, interior guards, military police, and provost guards.

2. Exterior guards are used only in time of war. They belong to the domain of tactics and are treated of in the Field Service Regulations and in the drill regulations of the different arms of the service.

The purpose of exterior guards is to prevent surprise, to delay attack, and otherwise to provide for the security of the main body.

On the march they take the form of advance guards, rear guards, and flank guards. At a halt they consist of outposts.

3. Interior guards are used in camp or garrison to preserve order, protect property, and to enforce police regulations. In time of war such sentinels of an interior guard as may be necessary are placed close in or about a camp, and normally there is an exterior guard further out consisting of outposts. In time of peace the interior guard is the only guard in a camp or garrison.

4. Military police differ somewhat from either of these classes. (See Field Service Regulations.) They are used in time of war to guard prisoners, to arrest stragglers and deserters, and to maintain order and enforce police regulations in the rear of armies, along lines of communication, and in the vicinity of large camps.

5. Provost guards are used in the absence of military police, generally in conjunction with the civil authorities at or near large posts or encampments, to preserve order among soldiers beyond the interior guard.

INTERIOR GUARD.

CLASSIFICATION.

6. The various elements of an interior guard classified according to their particular purposes and the manner in which they perform their duties are as follows:

(*a*) The main guard.

(*b*) Special guards: Stable guards, park guards, prisoner guards, herd guards, train guards, boat guards, watchmen, etc.

DETAILS AND ROSTERS.

7. At every military post, and in every regiment or separate command in the field, an interior guard will be detailed and duly mounted.

It will consist of such number of officers and enlisted men as the commanding officer may deem necessary, and will be commanded by the senior officer or noncommissioned officer therewith, under the supervision of the officer of the day or other officer detailed by the commanding officer.

8. The system of sentinels on fixed posts is of value in discipline and training because of the direct individual responsibility which is imposed and required to be discharged in a definite and precise manner. In order, however, that guard duty may not be needlessly irksome and interfere with tactical instruction, the number of men detailed for guard will be the smallest possible.

Commanding officers are specifically charged with this matter, and, without entirely dispensing with the system

of sentinels on fixed posts will, as far as practicable, in time of peace, replace such sentinels with watchmen. (See Par. 221.)

9. At posts where there are less than three companies the main guard and special guards may all be furnished by one company or by detail from each company.

Where there are three or more companies, the main guard will, if practicable, be furnished by a single company, and, as far as practicable, the same organization will supply all details for that day for special guard, overseer, and fatigue duty. In this case the officer of the day, and the officers of the guard, if there are any, will, if practicable, be from the company furnishing the guard.

10. At a post or camp where the headquarters of more than one regiment are stationed, or in the case of a small brigade in the field, if but one guard be necessary for the whole command, the details will be made from the headquarters of the command.

If formal guard mounting is to be held, the adjutant, sergeant major, and band to attend guard mounting will be designated by the commanding officer.

11. When a single organization furnishes the guard, a roster of organizations will be kept by the sergeant major under the supervision of the adjutant. (See Appendix B.)

12. When the guard is detailed from several organizations, rosters will be kept by the adjutant, of officers of the day and officers of the guard by name; by the sergeant major, under the supervision of the adjutant, of sergeants, corporals, musicians, and privates of the guard by number per organization; and by first sergeants, of sergeants, corporals, musicians, and privates by name. (See Appendix A.)

13. When organizations furnish their own stable, or stable and park guards, credit will be given each for the

number of enlisted men so furnished, as though they had been detailed for main guard.

14. Special guards, other than stable or park guards, will be credited the same as for main guard, credited with fatigue duty, carried on special duty, or credited as the commanding officer may direct. (Pars. 6, 221, 247, and 300.)

15. Captains will supervise the keeping of company rosters and see that all duties performed are duly credited. (See pars. 355–364, A. R., for rules governing rosters, and Form 342, A. G. O., for instructions as to how rosters should be kept.)

16. There will be an officer of the day with each guard, unless in the opinion of the commanding officer the guard is so small that his services are not needed. In this case an officer will be detailed to supervise the command and instruction of the guard for such period as the commanding officer may direct.

17. When more than one guard is required for a command, a field officer of the day will be detailed, who will receive his orders from the brigade or division commander as the latter may direct. When necessary, captains may be placed on the roster for field officer of the day.

18. The detail of officers of the guard will be limited to the necessities of the service and efficient instruction; inexperienced officers may be detailed as supernumerary officers of the guard for purposes of instruction.

19. Officers serving in staff departments are, in the discretion of the commanding officer, exempt from guard duty.

20. Guard details will, if practicable, be posted or published the day preceding the beginning of the tour, and officers notified personally by a written order at the same time.

21. The strength of guards and the number of consecutive days for which an organization furnishes the guard will be so regulated as to insure privates of the main guard an interval of not less than five days between tours.

When this is not otherwise practicable, extra and special duty men will be detailed for night-guard duty, still performing their daily duties. When so detailed a roster will be kept by the adjutant showing the duty performed by them.

22. The members of main guards and stable and park guards will habitually be relieved every 24 hours. The length of the tour of enlisted men detailed as special guards, other than stable or park guards, will be so regulated as to permit of these men being held accountable for a strict performance of their duty.

23. Should the officer of the day be notified that men are required to fill vacancies in the guard, he will cause them to be supplied from the organization to which the guard belongs. If none are available in that organization, the adjutant will be notified and will cause them to be supplied from the organization that is next for guard. (Par. 63.)

24. The adjutant will have posted on the bulletin board at his office all data needed by company commanders in making details from their companies.

At first sergeant's call, first sergeants will go to headquarters and take from the bulletin board all data necessary for making the details required from their companies; these details will be made from their company rosters.

25. In order to give ample notice, first sergeants will, when practicable, publish at retreat and post on the company bulletin board all details made from the company for duties to be performed.

26. Where rosters are required to be kept by this manual, all details will be made by roster.

THE COMMANDING OFFICER.

27. The commanding officer will exact a faithful, vigilant, and correct performance of guard duty in all of its details, giving his orders to the officer of the day, or causing them to be communicated to him with the least practicable delay. He will prescribe the strength of the guard, and the necessary regulations for guard, police, and fatigue duty.

28. The commanding officer receives the reports of the officers of the day immediately after guard mounting, at his office, or at some other place previously designated; carefully examines the guard report and remarks thereon (questioning the old officer of the day, if necessary, concerning his tour of duty), relieves the old officer of the day and gives the new officer of the day such instructions as may be necessary.

THE OFFICER OF THE DAY.

29. The officer of the day is responsible for the proper performance of duty by the guard with which he marches on and for the enforcement of all police regulations. He is charged with the execution of all orders of the commanding officer relating to the safety and good order of the post or camp. His actual tour begins when he receives the instructions of the commanding officer after guard mounting, and ceases when he has been relieved by the commanding officer. In case of emergency during the interval between guard mounting and reporting to the commanding officer, the senior officer of the day will give the necessary instructions for both guards.

30. In the absence of special instructions from the commanding officer, the officer of the day will inspect the guard and sentinels during the day and at night at such

times as he may deem necessary. He will visit them at least once between 12 o'clock midnight and daylight.

31. He may prescribe patrols (par. 218) and visits of inspection to be made by officers and noncommissioned officers of the guard whenever he deems it necessary.

32. He will see that the commander of the guard is furnished with the parole and countersign before retreat in case they are to be used, and will inform him of the presence in post or camp of any person entitled to the compliment.

33. In case of alarm of any kind he will at once take such steps as may be necessary to insure the safety of life and public property and to preserve order in the command, disposing his guard so as best to accomplish this result.

34. In the performance of his duties as officer of the day he is subject to the orders of the commanding officer only, except that in case of an alarm of any kind, and at a time of great danger, the senior line officer present is competent to give necessary orders to the officer of the day for the employment of the guard.

35. At the inspections and musters prescribed in Army Regulations, the officer of the day will be present at the post of the guard, but all commands to the guard will be given by the commander of the guard.

36. Both officers of the day together verify the prisoners and inspect the guardhouse and premises.

37. In the absence of special instructions, the old officer of the day will, at guard mounting, release all *garrison* prisoners whose sentences expire that day. If there are any prisoners with no record of charges against them, the old officer of the day will report that fact to the commanding officer who will give the necessary instructions.

38. The old officer of the day signs the report of the commander of the guard. He also enters on it such remarks as may be necessary.

39. The officers of the day then report to the commanding officer.

On presenting themselves, both salute with the right hand, remaining covered. The old officer of the day, standing on the right of the new, then says: **"Sir, I report as old officer of the day,"** and presents the guard report. As soon as the commanding officer notifies the old officer of the day that he is relieved, the old officer of the day salutes the commanding officer and retires. The new officer of the day again salutes and says: **"Sir, I report as new officer of the day,"** and then receives his instructions.

40. The officer of the day will always keep the guard informed as to where he may be found at all hours of the day and night.

COMMANDER OF THE GUARD.

41. The commander of the guard is responsible for the instruction and discipline of the guard. He will see that all of its members are correctly instructed in their orders and duties, and that they understand and properly perform them. He will visit each relief at least once while it is on post, and at least one of these visits will be made between 12 o'clock midnight and daylight.

42. He receives and obeys the orders of the commanding officer and the officer of the day, and reports to the latter without delay all orders to the guard not received from the officer of the day; he transmits to his successor all material instructions and information relating to his duties.

43. He is responsible under the officer of the day for the general safety of the post or camp as soon as the old guard marches away from the guardhouse. In case of emergency while both guards are at the guardhouse,

the senior commander of the two guards will be responsible that the proper action is taken.

44. Officers of the guard will remain constantly with their guards, except while visiting patrols or necessarily engaged elsewhere in the performance of their duties. The commanding officer will allow a reasonable time for meals.

45. A commander of a guard leaving his post for any purpose will inform the next in command of his destination and probable time of return.

46. Except in emergencies, the commander of the guard may divide the night with the next in command, but retains his responsibility; the one on watch must be constantly on the alert.

47. When any alarm is raised in camp or garrison, the guard will be formed immediately. (Par. 234.) If the case be serious, the proper call will be sounded, and the commander of the guard will cause the commanding officer and the officer of the day to be at once notified.

48. If a sentinel calls: "**The Guard,**" the commander of the guard will at once send a patrol to the sentinel's post. If the danger be great, in which case the sentinel will discharge his piece, the patrol will be as strong as possible.

49. When practicable, there should always be an officer or noncommissioned officer and two privates of the guard at the guardhouse, in addition to the sentinels there on post.

50. Between reveille and retreat, when the guard had been turned out for any person entitled to the compliment (see pars. 222 and 224), the commander of the guard, if an officer, will receive the report of the sergeant, returning the salute of the latter with the right hand. He will then draw his saber, and place himself two paces in front of the center of the guard. When the person for whom the guard

has been turned out approaches, he faces his guard a
commands: 1. **Present,** 2. **ARMS;** faces to the front an
salutes. When his salute is acknowledged he resumes th
carry, faces about, and commands: 1. **Order,** 2. **ARMS**
and faces to the front.

If it be an officer entitled to inspect the guard, afte
saluting and before bringing his guard to an order, th
officer of the guard reports: **"Sir, all present or ac
counted for";** or, **"Sir, (so and so) is absent";** o
if the roll call has been omitted: **"Sir, the guard i
formed,"** except that at guard mounting the commander
of the guards present their guards and salute without mak
ing any report.

Between retreat and reveille, the commander of th
guard salutes and reports, but does not bring the guard t
a present.

51. To those entitled to have the guard turned out b
not entitled to inspect it, no report will be made; nor wi
a report be made to any officer, unless he halts in front o
the guard.

52. When a guard commanded by a noncommissione
officer is turned out as a compliment or for inspection, th
noncommissioned officer, standing at a right shoulder or
the right of the right guide, commands: 1. **Present**
2. **ARMS.** He then executes the rifle salute. If a repor
be also required, he will, after saluting, and before bringin
his guard to an order, report as prescribed for the officer o
the guard. (Par. 50.)

53. When a guard is in line, not under inspection, an
commanded by an officer, the commander of the guard
salutes his regimental, battalion, and company com
mander, by bringing the guard to attention and saluting
in person.

For all other officers, excepting those entitled to the
compliment from a guard (par. 224), the commander of the

guard salutes in person but does not bring the guard to attention.

When commanded by a noncommissioned officer the guard is brought to attention in either case, and the noncommissioned officer salutes.

The commander of a guard exchanges salutes with the commanders of all other bodies of troops; the guard is brought to attention during the exchange.

"Present arms" is executed by a guard only when it has turned out for inspection or as a compliment, and at the ceremonies of guard mounting and relieving the old guard.

54. In marching a guard or a detachment of a guard the principles of paragraph 53 apply. **"Eyes right"** is executed only in the ceremonies of guard mounting and relieving the old guard.

55. If a person entitled to the compliment, or the regimental, battalion, or company commander, passes in rear of a guard, neither the compliment nor the salute is given, but the guard is brought to attention while such person is opposite the post of the commander.

After any person has received or declined the compliment, or received the salute from the commander of the guard, official recognition of his presence thereafter while he remains in the vicinity will be taken by bringing the guard to attention.

56. The commander of the guard will inspect the guard at reveille and retreat, and at such other times as may be necessary, to assure himself that the men are in proper condition to perform their duties and that their arms and equipments are in proper condition. For inspection by other officers, he prepares the guard in each case as directed by the inspecting officer.

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57. The guard will not be paraded during ceremonies unless directed by the commanding officer.

58. At all formations members of the guard or reliefs will execute inspection arms as prescribed in the drill regulations of their arm.

59. The commander of the guard will see that all sentinels are habitually relieved every two hours, unless the weather or other cause makes it necessary that it be done at shorter or longer intervals, as directed by the commanding officer.

60. He will question his noncommissioned officers and sentinels relative to the instructions they may have received from the old guard; he will see that patrols and visits of inspection are made as directed by the officer of the day.

61. He will see that the special orders for each post and member of the guard, either written or printed, are posted in the guardhouse, and, if practicable, in the sentry box or other sheltered place to which the member of the guard has constant access.

62. He will see that the proper calls are sounded at the hours appointed by the commanding officer.

63. Should a member of the guard be taken sick, or be arrested, or desert, or leave his guard, he will at once notify the officer of the day. (Par. 23.)

64. He will, when the countersign is used (pars. 210 to 216), communicate it to the noncommissioned officers of the guard and see that it is duly communicated to the sentinels before the hour for challenging; the countersign will not be given to sentinels posted at the guardhouse.

65. He will have the details for hoisting the flag at reveille, and lowering it at retreat, and for firing the reveille and retreat gun, made in time for the proper performance of these duties. (See pars. 338, 344, 345, and 346.) He will see that the flags are kept in the best con-

dition possible, and that they are never handled except in the proper performance of duty.

66. He may permit members of the guard while at the guardhouse to remove their headdress, overcoats, and gloves; if they leave the guardhouse for any purpose whatever he will require that they be properly equipped and armed according to the character of the service in which engaged, or as directed by the commanding officer.

67. He will enter in the guard report a report of his tour of duty, and, on the completion of his tour, will present it to the officer of the day. He will transmit with his report all passes turned in at the post of the guard.

68. Whenever a prisoner is sent to the guardhouse or guard tent for confinement, he will cause him to be searched, and will, without unnecessary delay, report the case to the officer of the day.

69. Under war conditions, if any one is to be passed out of camp at night, he will be sent to the commander of the guard, who will have him passed beyond the sentinels.

70. The commander of the guard will detain at the guardhouse all suspicious characters or parties attempting to pass a sentinel's post without authority, reporting his action to the officer of the day, to whom persons so arrested will be sent, if necessary.

71. He will inspect the guard rooms and cells, and the irons of such prisoners as may be ironed, at least once during his tour, and at such other times as he may deem necessary.

72. He will cause the corporals of the old and new reliefs to verify together, immediately before each relief goes on post, the number of prisoners who should then properly be at the guardhouse.

73. He will see that the sentences of prisoners under his charge are executed strictly in accordance with the action of the reviewing authority.

74. When no special prisoner guard has been detailed (par. 300), he will, as far as practicable, assign as guards over working parties of prisoners sentinels from posts guarded at night only.

75. The commander of the guard will inspect all meals sent to the guardhouse and see that the quantity and quality of food are in accordance with regulations.

76. At guard mounting he will report to the old officer of the day all cases of prisoners whose terms of sentence expire on that day, and also all cases of prisoners concerning whom no statement of charges has been received. (See Par. 241.)

77. The commander of the guard is responsible for the security of the prisoners under the charge of his guard; he becomes responsible for them after their number has been verified and they have been turned over to the custody of his guard by the old guard or by the prisoner guard or overseers.

78. The prisoners will be verified and turned over to the new guard without parading them, unless the commanding officer or the officer of the day shall direct otherwise.

79. To receive the prisoners at the guard house when they have been paraded and after they have been verified by the officers of the day, the commander of the new guard directs his sergeant to form his guard with an interval, and commands: 1. **Prisoners,** 2. **Right,** 3. **FACE,** 4. **Forward,** 5. **MARCH.** The prisoners having arrived opposite the interval in the new guard, he commands: 1. **Prisoners,** 2. **HALT,** 3. **Left,** 4. **FACE,** 5. **Right** (or **left**), 6. **DRESS,** 7. **FRONT.**

The prisoners dress on the line of the new guard.

SERGEANT OF THE GUARD.

80. The senior noncommissioned officer of the guard always acts as sergeant of the guard, and if there be no officer of the guard, will perform the duties prescribed for the commander of the guard.

81. The sergeant of the guard has general supervision over the other noncommissioned officers and the musicians and privates of the guard, and must be thoroughly familiar with all of their orders and duties.

82. He is directly responsible for the property under charge of the guard, and will see that it is properly cared for. He will make lists of articles taken out by working parties, and see that all such articles are duly returned. If they are not, he will immediately report the fact to the commander of the guard.

83. Immediately after guard mounting he will prepare duplicate lists of the names of all noncommissioned officers, musicians, and privates of the guard, showing the relief and post or duties of each. One list will be handed as soon as possible to the commander of the guard; the other will be retained by the sergeant.

84. He will see that all reliefs are turned out at the proper time, and that the corporals thoroughly understand, and are prompt and efficient in, the discharge of their duties.

85. During the temporary absence from the guardhouse of the sergeant of the guard, the next in rank of the noncommissioned officers will perform his duties.

86. Should the corporal whose relief is on post be called away from the guardhouse, the sergeant of the guard will designate a noncommissioned officer to take the corporal's place until his return.

87. The sergeant of the guard is responsible at all times for the proper police of the guardhouse or guard tent, including the ground about them and the prison cells.

88. At **"first sergeant's call"** he will proceed to the adjutant's office and obtain the guard report book.

89. When the national or regimental colors are taken from the stacks of the color line, the color bearer and guard, or the sergeant of the guard, unarmed, and two armed privates as a guard, will escort the colors to the colonel's quarters, as prescribed for the color guard in the drill regulations of the arm of the service to which the guard belongs.

90. He will report to the commander of the guard any suspicious or unusual occurrence that comes under his notice, will warn him of the approach of any armed body, and will send to him all persons arrested by the guard.

91. When the guard is turned out, its formation will be as follows: The senior noncommissioned officer, if commander of the guard, is on the right of the right guide; if not commander of the guard, he is in the line of file closers, in rear of the right four of the guard; the next in rank is right guide; the next left guide; the others in the line of file closers, usually, each in rear of his relief; the field music, with its left three paces to the right of the right guide. The reliefs form in the same order as when the guard was first divided, except that if the guard consists of dismounted cavalry and infantry, the cavalry forms on the left.

92. The sergeant forms the guard, calls the roll, and, if not in command of the guard, reports to the commander of the guard as prescribed in drill regulations for a first sergeant forming a troop or company; the guard is not divided into platoons or sections, and, except when the whole guard is formed prior to marching off, fours are not counted.

93. The sergeant reports as follows: **"Sir, all present or accounted for,"** or **"Sir, (so-and-so) is absent"**; or if the roll call has been omitted, **"Sir, the guard is formed."** Only men absent without proper authority are reported absent. He then takes his place, without command.

94. At night, the roll may be called by reliefs and numbers instead of names; thus, the first relief being on post: **Second relief; No. 1; No. 2,** etc.; **Third relief, Corporal; No. 1,** etc.

95. Calling the roll will be dispensed with in forming the guard when it is turned out as a compliment, on the approach of an armed body, or in any sudden emergency; but in such cases the roll may be called before dismissing the guard. If the guard be turned out for an officer entitled to inspect it, the roll will, unless he directs otherwise, always be called before a report is made.

96. The sergeant of the guard has direct charge of the prisoners, except during such time as they may be under the charge of the prisoner guard or overseers, and is responsible to the commander of the guard for their security.

97. He will carry the keys of the guardroom and cells, and will not suffer them to leave his personal possession while he is at the guardhouse, except as hereinafter provided. (Par. 99.) Should he leave the guardhouse for any purpose, he will turn the keys over to the noncommissioned officer who takes his place. (Par. 85.)

98. He will count the knives, forks, etc., given to the prisoners with their food, and see that none of these articles remain in their possession. He will see that no forbidden articles of any kind are conveyed to the prisoners.

99. Prisoners, when paraded with the guard, are placed in line in its center. The sergeant, immediately before forming the guard, will turn over his keys to the non-

commissioned officer at the guardhouse. Having formed the guard, he will divide it into two nearly equal parts. Indicating the point of division with his hand, he commands:

1. **Right** (or **left**), 2. **FACE**, 3. **Forward**, 4. **MARCH**, 5. **Guard**, 6. **HALT**, 7. **Left** (or **right**), 8. **FACE.**

If the first command be **right face**, the right half of the guard only will execute the movements; if **left face**, the left half only will execute them. The command **halt** is given when sufficient interval is obtained to admit the prisoners. The doors of the guardroom and cells are then opened by the noncommissioned officer having the keys. The prisoners will file out under the supervision of the sergeant, the noncommissioned officer, and sentinel on duty at the guardhouse, and such other sentinels as may be necessary; they will formi in line in the interval between the two parts of the guard.

100. To return the prisoners to the guardroom and cells, the sergeant commands:

1. **Prisoners**, 2. **Right** (or **left**), 3. **FACE**, 4. **Column right** (or **left**) 5. **MARCH.**

The prisoners, under the same supervision as before, return to their proper rooms or cells.

101. To close the guard, the sergeant commands:

1. **Left** (or **right**), 2. **FACE**, 3. **Forward**, 4. **MARCH**, 5. **Guard**, 6. **HALT**, 7. **Right** (or **left**), 8. **FACE.**

The left or right half only of the guard, as indicated, executes the movement.

102. If there be but few prisoners, the sergeant may indicate the point of division as above, and form the necessary interval by the commands:

1. **Right** (or **left**) **step**, 2. **MARCH**, 3. **Guard**, 4. **HALT**, and close the intervals by the commands:

1. **Left** (or **right**) **step**, 2. **MARCH**, 3. **Guard**, 4. **HALT.**

103. If sentinels are numerous, reliefs may, at the discretion of the commanding officer, be posted in detachments, and sergeants, as well as corporals, required to relieve and post them.

CORPORAL OF THE GUARD.

104. A corporal of the guard receives and obeys orders from none but noncommissioned officers of the guard senior to himself, the officers of the guard, the officer of the day, and the commanding officer.

105. It is the duty of the corporal of the guard to post and relieve sentinels, and to instruct the members of his relief in their orders and duties.

106. Immediately after the division of the guard into reliefs the corporals will assign the members of their respective reliefs to posts by number, and a soldier so assigned to his post will not be changed to another during the same tour of guard duty, unless by direction of the commander of the guard or higher authority. Usually, experienced soldiers are placed over the arms of the guard, and at remote and responsible posts.

107. Each corporal will then make a list of the members of his relief, including himself. This list will contain the number of the relief, the name, the company, and the regiment of every member thereof, and the post to which each is assigned. The list will be made in duplicate, one copy to be given to the sergeant of the guard as soon as completed, the other to be retained by the corporal.

108. When directed by the commander of the guard, the corporal of the first relief forms his relief, and then commands: **CALL OFF.**

Commencing on the right, the men call off alternately *rear* and *front* rank, **"one," "two," "three," "four,"**

and so on; if in single rank, they call off from right to left. The corporal then commands:

1. **Right,** 2. **FACE,** 3. **Forward,** 4. **MARCH.**

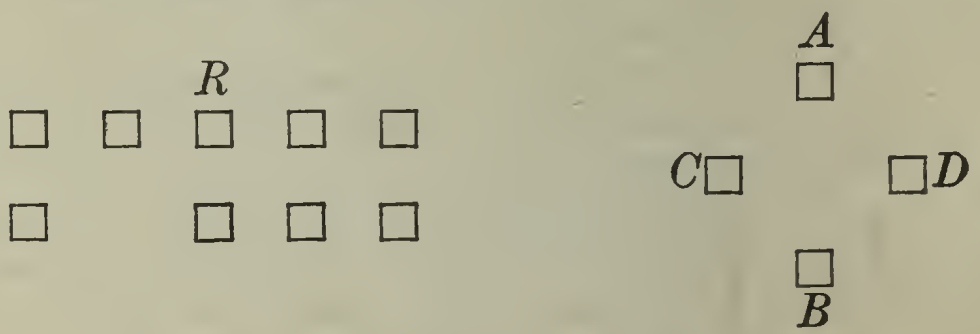
The corporal marches on the left, and near the rear file, in order to observe the march. The corporal of the old guard marches on the right of the leading file, and takes command when the last one of the old sentinels is relieved, changing places with the corporal of the new guard.

109. When the relief arrives at six paces from a sentinel (see par. 168), the corporal halts it and commands, according to the number of the post: **No.** (—).

Both sentinels execute port arms or saber; the new sentinel approaches the old, halting about one pace from him. (See par. 172.)

110. The corporals advance and place themselves, facing each other, a little in advance of the new sentinel, the old corporal on his right, the new corporal on his left, both at a right shoulder, and observe that the old sentinel transmits correctly his instructions.

The following diagram will illustrate the positions taken:



R is the relief; *A*, the new corporal; *B*, the old; *C*, the new sentinel; *D*, the old.

111. The instructions relative to the post having been communicated, the new corporal commands, **POST;** both sentinels then resume the right shoulder, face toward the new corporal, and step back so as to allow the relief to pass

in front of them. The new corporal then commands, 1. **Forward,** 2. **MARCH;** the old sentinel takes his place in rear of the relief as it passes him, his piece in the same position as those of the relief. The new sentinel stands fast at a right shoulder until the relief has passed six paces beyond him, when he walks his post. The corporals take their places as the relief passes them.

112. Mounted sentinels are posted and relieved in accordance with the same principles.

113. On the return of the old relief, the corporal of the new guard falls out when the relief halts; the corporal of the old guard forms his relief on the left of the old guard, salutes, and reports to the commander of his guard: **"Sir, the relief is present"**; or **"Sir, (so and so) is absent,"** and takes his place in the guard.

114. To post a relief other than that which is posted when the old guard is relieved, its corporal commands:

1. **(Such) relief,** 2. **FALL IN;** and if arms are stacked, they are taken at the proper commands.

The relief is formed facing to the front, with arms at an **order;** the men place themselves according to the numbers of their respective posts, viz, **two, four, six,** and so on, in the **front rank,** and **one, three, five,** and so on, in the **rear rank.** The corporal, standing about two paces in front of the center of his relief, then commands: **CALL OFF.**

The men call off as prescribed. The corporal then commands: 1. **Inspection,** 2. **ARMS,** 3. **Order,** 4. **ARMS;** faces the commander of the guard, executes the rifle salute, reports: **"Sir, the relief is present,"** or **"Sir (so and so), is absent"**; he then takes his place on the right at order arms.

115. When the commander of the guard directs the corporal: **"Post your relief,"** the corporal salutes and posts his relief as prescribed (pars. 108 to 111); the corporal of

the relief on post does not go with the new relief, except when necessary to show the way.

116. To dismiss the old relief, it is halted and faced to the front at the guardhouse by the corporal of the new relief, who then falls out; the corporal of the old relief then steps in front of the relief and dismisses it by the proper commands.

117. Should the pieces have been loaded before the relief was posted, the corporal will, before dismissing the relief, see that no cartridges are left in the chambers or magazines. The same rule applies to sentinels over prisoners.

118. Each corporal will thoroughly acquaint himself with all the special orders of every sentinel on his relief, and see that each understands and correctly transmits such orders **in detail** to his successor.

119. There should be at least one noncommissioned officer constantly on the alert at the guardhouse, usually the corporal whose relief is on post. This noncommissioned officer takes post near the entrance of the guardhouse, and does not fall in with the guard when it is formed. He will have his rifle constantly with him.

120. Whenever it becomes necessary for the corporal to leave his post near the entrance of the guardhouse, he will notify the sergeant of the guard, who will at once take his place, or designate another noncommissioned officer to do so.

121. He will see that no person enters the guardhouse, or guard tent, or crosses the posts of the sentinels there posted without proper authority.

122. Should any sentinel call for the corporal of the guard, the corporal will, in every case, at once and quickly proceed to such sentinel. He will notify the sergeant of the guard before leaving the guardhouse.

123. He will at once report to the commander of the guard any violation of regulations or any unusual occurrence which is reported to him by a sentinel, or which comes to his notice in any other way.

124. Should a sentinel call: **"The Guard,"** the corporal will promptly notify the commander of the guard.

125. Should a sentinel call: **"Relief,"** the corporal will at once proceed to the post of such sentinel, taking with him the man next for duty on that post. If the sentinel is relieved for a short time only, the corporal will again post him as soon as the necessity for his relief ceases.

126. When the countersign is used, the corporal at the posting of the relief during whose tour challenging is to begin gives the countersign to the members of the relief, excepting those posted at the guardhouse.

127. He will wake the corporal whose relief is next on post in time for the latter to verify the prisoners, form his relief, and post it at the proper hour.

128. Should the guard be turned out, each corporal will call his own relief, and cause its members to fall in promptly.

129. Tents or bunks in the same vicinity will be designated for the reliefs so that all the members of each relief may, if necessary, be found and turned out by the corporal in the least time and with the least confusion.

130. When challenged by a sentinel while posting his relief, the corporal commands: 1. **Relief,** 2. **HALT;** to the sentinel's challenge he answers **"Relief,"** and at the order of the sentinel he advances alone to give the countersign, or to be recognized. When the sentinel says, **"Advance relief,"** the corporal commands: 1. **Forward,** 2. **MARCH.**

If to be relieved, the sentinel is then relieved as prescribed.

131. Between retreat and reveille, the corporal of the guard will challenge all suspicious looking persons or parties he may observe, first halting his patrol or relief, if either be with him. He will advance them in the same manner that sentinels on post advance like parties (pars. 191 to 197), but if the route of a patrol is on a continuous chain of sentinels, he should not challenge persons coming near him unless he has reason to believe that they have eluded the vigilance of sentinels.

132. Between retreat and reveille, whenever so ordered by an officer entitled to inspect the guard, the corporal will call: "**Turn out the guard,**" announcing the title of the officer, and then, if not otherwise ordered he will salute and return to his post.

133. As a general rule he will advance parties approaching the guard at night in the same manner that sentinels on post advance like parties. Thus, the sentinel at the guardhouse challenges and repeats the answer to the corporal, as prescribed hereafter (par. 200); the corporal, advancing at "port arms," says: "**Advance (so and so) with the countersign,**" or "**to be recognized,**" if there be no countersign used; the countersign being correctly given, or the party being duly recognized, the corporal says: "**Advance (so and so)**"; repeating the answer to the challenge of the sentinel.

134. When officers of different rank approach the guardhouse from different directions at the same time, the senior will be advanced first, and will not be made to wait for his junior.

135. Out of ranks and under arms, the corporal salutes with the rifle salute. He will salute all officers whether by day or night.

136. The corporal will examine parties halted and detained by sentinels, and if he has reason to believe the

parties have no authority to cross sentinel's posts, will conduct them to the commander of the guard.

137. The corporal of the guard will arrest all suspicious looking characters prowling about the post or camp, all persons of a disorderly character disturbing the peace, and all persons taken in the act of committing crime against the Government on a military reservation or post. All persons arrested by corporals of the guard, or by sentinels, will at once be conducted to the commander of the guard by the corporal.

MUSICIANS OF THE GUARD.

138. The musicians of the guard will sound call as prescribed by the commanding officer.

139. Should the guard be turned out for national or regimental colors or standards, uncased, the field music of the guard will, when the guard present arms, sound, **"To the color"** or **"To the standard"**; or, if for any person entitled thereto, the march, flourishes, or ruffles, prescribed in paragraphs 375, 376, and 377, A. R.

ORDERLIES AND COLOR SENTINELS.

140. When so directed by the commanding officer, the officer who inspects the guard at guard mounting will select from the members of the new guard an orderly for the commanding officer and such number of other orderlies and color sentinels as may be required.

141. For these positions the soldiers will be chosen who are most correct in the performance of duty and in military bearing, neatest in person and clothing, and whose arms and accouterments are in the best condition. Clothing, arms, and equipments must conform to regulations. If there is any doubt as to the relative qualifications of two or more soldiers, the inspecting officer will cause them

to fall out at the guardhouse and to form in line in single rank. He will then, by testing them in drill regulations, select the most proficient. The commander of the guard will be notified of the selection.

142. When directed by the commander of the guard to fall out and report, an orderly will give his name, company, and regiment to the sergeant of the guard, and, leaving his rifle in the arm rack in his company quarters, will proceed at once to the officer to whom he is assigned, reporting: **"Sir, Private ———, Company —, reports as orderly."**

143. If the orderly selected be a cavalryman, he will leave his rifle in the arm rack of his troop quarters, and report with his belt on, but without side arms unless specially otherwise ordered.

144. Orderlies, while on duty as such, are subject only to the orders of the commanding officer and of the officers to whom they are ordered to report.

145. When an orderly is ordered to carry a message, he will be careful to deliver it exactly as it was given to him.

146. His tour of duty ends when he is relieved by the orderly selected from the guard relieving his own.

147. Orderlies are members of the guard, and their name, company, and regiment are entered on the guard report and lists of the guard.

148. If a color line is established, sufficient sentinels are placed on the color line to guard the colors and stacks.

149. Color sentinels are posted only so long as the stacks are formed. The commander of the guard will divide the time equally among them.

150. When stacks are broken, the color sentinels may be permitted to return to their respective companies. They are required to report in person to the commander of the guard at reveille and retreat. They will fall in with the guard, under arms, at guard mounting.

151. Color sentinels are not placed on the regular reliefs, nor are their posts numbered. In calling for the corporal of the guard, they call: **"Corporal of the guard. Color line."**

152. Officers or enlisted men passing the uncased colors will render the prescribed salute. If the colors are on the stacks, the salute will be made on crossing the color line or on passing the colors.

153. A sentinel placed over the colors will not permit them to be moved, except in the presence of an armed escort. Unless otherwise ordered by the commanding officer, he will allow no one to touch them but the color bearer.

He will not permit any soldier to take arms from the stacks, or to touch them, except by order of an officer or noncommissioned officer of the guard.

If any person passing the colors or crossing the color line fails to salute the colors, the sentinel will caution him to do so, and if the caution be not heeded he will call the corporal of the guard and report the facts.

PRIVATES OF THE GUARD.

154. Privates are assigned to reliefs by the commander of the guard, and to posts, usually, by the corporal of their relief. They will not change from one relief or post to another during the same tour of guard duty unless by proper authority.

ORDERS FOR SENTINELS.

155. Orders for sentinels are of two classes: General orders and special orders. General orders apply to all sentinels. Special orders relate to particular posts and duties.

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156. Sentinels will be required to memorize the following:

My general orders are:

1. **To take charge of this post and all Government property in view.**
2. **To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.**
3. **To report all violations of orders I am instructed to enforce.**
4. **To repeat all calls from posts more distant from the guardhouse than my own.**
5. **To quit my post only when properly relieved.**
6. **To receive, obey, and pass on to the sentinel who relieves me all orders from the commanding officer, officer of the day, and officers and non-commissioned officers of the guard only.**
7. **To talk to no one except in line of duty.**
8. **In case of fire or disorder to give the alarm.**
9. **To allow no one to commit a nuisance on or near my post.**
10. **In any case not covered by instructions to call the corporal of the guard.**
11. **To salute all officers, and all colors and standards not cased.**
12. **To be especially watchful at night, and, during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.**

REGULATIONS RELATING TO THE GENERAL ORDERS FOR SENTINELS.

No. 1: **To take charge of this post and all Government property in view.**

157. All persons, of whatever rank in the service, are required to observe respect toward sentinels and members

of the guard when such are in the performance of their duties.

158. A sentinel will at once report to the corporal of the guard every unusual or suspicious occurrence noted.

159. He will arrest suspicious persons prowling about the post or camp at any time, all parties to a disorder occurring on or near his post, and all, except authorized persons, who attempt to enter the camp at night, and will turn over to the corporal of the guard all persons arrested.

160. The number, limits, and extent of his post will invariably constitute part of the special orders of a sentinel on post. The limits of his post should be so defined as to include every place to which he is required to go in the performance of his duties.

No. 2: **To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.**

161. A sentinel is not required to halt and change the position of his rifle on arriving at the end of his post, nor to execute **to the rear, march,** precisely as prescribed in the drill regulations, but faces about while walking, in the manner most convenient to him, and at any part of his post as may be best suited to the proper performance of his duties. He carries his rifle on either shoulder, and in wet or severe weather, when not in a sentry box, may carry it at a secure.

162. Sentinels when in sentry boxes stand at ease. Sentry boxes will be used in wet weather only, or at other times when specially authorized by the commanding officer.

163. In very hot weather, sentinels may be authorized to stand at ease on their posts, provided they can effectively discharge their duties in this position, but they will take advantage of this privilege only on the express authority of the officer of the day or the commander of the guard.

164. A mounted sentinel may dismount occasionally and lead his horse but will not relax his vigilance.

No. 3: **To report all violations of orders I am instructed to enforce.**

165. A sentinel will ordinarily report a violation of orders when he is inspected or relieved, but if the case be urgent he will call the corporal of the guard, and also, if necessary, will arrest the offender.

No. 4: **To repeat all calls from posts more distant from the guardhouse than my own.**

166. To call the corporal, or the guard, for any purpose other than relief, fire, or disorder (pars. 167 and 173), a sentinel will call, **"Corporal of the guard, No. (—),"** adding the number of his post. In no case will any sentinel call, **"Never mind the corporal;"** nor will the corporal heed such call if given.

No. 5: **To quit my post only when properly relieved.**

167. If relief becomes necessary, by reason of sickness or other cause, a sentinel will call, **"Corporal of the guard, No. (—), Relief,"** giving the number of his post.

168. Whenever a sentinel is to be relieved, he will halt, and with arms at a right shoulder, will face toward the relief when it is thirty paces from him. He will come to a port arms with the new sentinel, and in a low tone will transmit to him all the special orders relating to the post, and any other information which will assist him to better perform his duties.

No. 6: **To receive, obey, and pass on to the sentinel who relieves me, all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.**

169. During this tour of duty a soldier is subject to the orders of the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only;

but any officer is competent to investigate apparent violations of regulations by members of the guard.

170. A sentinel will quit his piece on an explicit order from any person from whom he lawfully receives orders while on post; under no circumstances will he yield it to any other person. Unless necessity therefor exists, no person will require a sentinel to quit his piece, even to allow it to be inspected.

171. A sentinel will not divulge the countersign (pars. 209 to 217) to any one except the sentinel who relieves him, or to a person from whom he properly receives orders, on such person's verbal order given personally. Privates of the guard will not use the countersign except in the performance of their duties while posted as sentinels.

No. 7: **To talk to no one except in line of duty.**

172. When calling for any purpose, challenging, or holding communication with any person, a dismounted sentinel, armed with a rifle or saber, will take the position of "port" arms or saber. At night a dismounted sentinel, armed with a pistol, takes the position of raise pistol in challenging or holding communication. A mounted sentinel does not ordinarily draw his weapon in the daytime when challenging or holding conversation; but if drawn, he holds it at advance rifle, raise pistol, or port saber, according as he is armed with a rifle, pistol, or saber. At night, in challenging and holding conversation, his weapon is drawn and held as just prescribed, depending on whether he is armed with a rifle, pistol, or saber.

No. 8: **In case of fire or disorder to give the alarm.**

173. In case of fire, a sentinel will call, "**Fire No.** (—)," adding the number of his post; if possible, he will extinguish the fire himself. In case of disorder, he will call: "**The Guard, No.** (—)," adding the number of his post. If the danger be great, he will, in either case, discharge his piece before calling.

No. 11: **To salute all officers and all colors and standards not cased.**

174. When not engaged in the performance of a specific duty, the proper execution of which would prevent it, a member of the guard will salute all officers who pass him. This rule applies at all hours of the day or night, except in the case of mounted sentinels armed with a rifle or pistol, or dismounted sentinels armed with a pistol, after challenging. (See par. 181.)

175. Sentinels will salute as follows: A dismounted sentinel armed with a rifle or saber, salutes by presenting arms; if otherwise armed, he salutes with the right hand.

A mounted sentinel, if armed with a saber and the saber be drawn, salutes by presenting saber; otherwise he salutes in all cases with the right hand.

176. To salute, a dismounted sentinel, with piece at a right shoulder or saber at a carry, halts and faces toward the person to be saluted when the latter arrives within thirty paces.

The limit within which individuals and insignia of rank can be readily recognized is assumed to be about 30 paces, and therefore at this distance cognizance is taken of the person or party to be saluted.

177. The salute is rendered at 6 paces; if the person to be saluted does not arrive within that distance, then when he is nearest.

178. A sentinel in a sentry box, armed with a rifle, stands at attention in the doorway on the approach of a person or party entitled to salute, and salutes by presenting arms according to the foregoing rules.

If armed with a saber, he stands at a carry and salutes as before.

179. A mounted sentinel on a regular post halts, faces, and salutes in accordance with the foregoing rules. If do-

ing patrol duty, he salutes, but does not halt unless spoken to.

180. Sentinels salute, in accordance with the foregoing rules, all persons and parties entitled to compliments from the guard (pars. 224, 227, and 228): officers of the Army, Navy, and Marine Corps; military and naval officers of foreign powers; officers of volunteers, and militia officers when in uniform.

181. A sentinel salutes as just prescribed when an officer comes on his post; if the officer holds communication with the sentinel, the sentinel again salutes when the officer leaves him.

During the hours when challenging is prescribed, the first salute is given as soon as the officer has been duly recognized and advanced. A mounted sentinel armed with a rifle or pistol, or a dismounted sentinel armed with a pistol, does not salute after challenging.

He stands at advance rifle or raise pistol until the officer passes.

182. In case of the approach of an armed party of the guard, the sentinel will halt when it is about 30 paces from him, facing toward the party with his piece at the right shoulder. If not himself relieved, he will, as the party passes, place himself so that the party will pass in front of him; he resumes walking his post when the party has reached 6 paces beyond him.

183. An officer is entitled to the compliments prescribed, whether in uniform or not.

184. A sentinel in communication with an officer will not interrupt the conversation to salute. In the case of seniors the officer will salute, whereupon the sentinel will salute.

185. When the flag is being lowered at retreat, a sentinel on post and in view of the flag will face the flag, and, at the first note of the "Star Spangled Banner" or to the

color will come to a present arms. At the sounding of the last note he will resume walking his post.

No. 12: **To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.**

186. During challenging hours, if a sentinel sees any person or party on or near his post, he will advance rapidly along his post toward such person or party and when within about 30 yards will challenge sharply, **"HALT. Who is there?"** He will place himself in the best possible position to receive or, if necessary, to arrest the person or party.

187. In case a mounted party be challenged, the sentinel will call, **"HALT. DISMOUNT. Who is there?"**

188. The sentinel will permit only one of any party to approach him for the purpose of giving the countersign (pars. 209 to 217), or if no countersign be used, of being duly recognized. When this is done the whole party is advanced, i. e., allowed to pass.

189. In all cases the sentinel must satisfy himself beyond a reasonable doubt that the parties are what they represent themselves to be and have a right to pass. If he is not satisfied, he must cause them to stand and call the corporal of the guard. So, likewise, if he have no authority to pass persons with the countersign, or when the party has not the countersign, or gives an incorrect one.

190. A sentinel will not permit any person to approach so close as to prevent the proper use of his own weapon before recognizing the person or receiving the countersign.

191. When two or more persons approach in one party, the sentinel on receiving an answer that indicates that some one in the party has the countersign, will say, **"Advance one with the countersign,"** and, if the countersign is given correctly, will then say, **"Advance (So and so),"**

repeating the answer to his challenge. Thus, if the answer be, "**Relief (friends with the countersign, patrol, etc.),**" the sentinel will say, "**Advance one with the countersign**"; then, "**Advance relief (friends, patrol, etc.).**"

192. If a person having the countersign approach alone, he is advanced to give the countersign. Thus, if the answer be, "**Friend with the countersign (or officer of the day, or etc.),**" the sentinel will say, "**Advance, friend (or officer of the day, or etc.) with the countersign**"; then, "**Advance, friend (or officer of the day, or etc.).**"

193. If two or more persons approach a sentinel's post from different directions at the same time, all such persons are challenged in turn and required to halt and to remain halted until advanced.

The senior is first advanced, in accordance with the foregoing rules.

194. If a party is already advanced and in communication with a sentinel, the latter will challenge any other party that may approach; if the party challenged be senior to the one already on his post, the sentinel will advance the new party at once. The senior may allow him to advance any or all of the other parties; otherwise, the sentinel will not advance any of them until the senior leaves him. He will then advance the senior only of the remaining parties, and so on.

195. The following order of rank will govern a sentinel in advancing different persons or parties approaching his post: Commanding officer, officer of the day, officer of the guard, officers, patrols, reliefs, noncommissioned officers of the guard in order of rank, friends.

196. A sentinel will never allow himself to be surprised, nor permit two parties to advance upon him at the same time.

197. If no countersign be used, the rules for challenging are the same. The rules for advancing parties are modified only as follows: Instead of saying "**Advance (so and so) with the countersign,**" the sentinel will say, "**Advance (so and so) to be recognized.**" Upon recognition he will say, "**Advance (so and so).**"

198. Answers to a sentinel's challenge intended to confuse or mislead him are prohibited, but the use of such an answer as "**Friends with the countersign,**" is not to be understood as misleading, but as the usual answer made by officers, patrols, etc., when the purpose of their visit makes it desirable that their official capacity should not be announced.

SPECIAL ORDERS FOR SENTINELS AT THE POST OF THE GUARD.

199. Sentinels posted at the guard will be required to memorize the following:

Between reveille and retreat to turn out the guard for all persons designated by the commanding officer, for all colors or standards not cased, and in time of war for all armed parties approaching my post, except troops at drill and reliefs and detachments of the guard.

At night, after challenging any person or party, to advance no one but call the corporal of the guard, repeating the answer to the challenge.

200. After receiving an answer to his challenge, the sentinel calls, "**Corporal of the guard (So and so),**" repeating the answer to the challenge.

He does not in such cases repeat the number of his post.

201. He remains in the position assumed in challenging until the corporal has recognized or advanced the person or party challenged, when he resumes walking his post, or, if the person or party be entitled thereto, he salutes

and, as soon as the salute has been acknowledged, resumes walking his post.

202. The sentinel at the post of the guard will be notified by direction of the commanding officer of the presence in camp or garrison of persons entitled to the compliment. (Par. 224.)

203. The following examples illustrate the manner in which the sentinel at the post of the guard will turn out the guard upon the approach of persons or parties entitled to the compliment (pars. 224, 227, and 228): **"Turn out the guard, Commanding Officer"; "Turn out the guard, Governor of a Territory"; "Turn out the guard, national colors"; "Turn out the guard, armed party"**; etc.

At the approach of the new guard at guard mounting the sentinel will call **"Turn out the guard, armed party."**

204. Should the person named by the sentinel not desire the guard formed, he will salute, whereupon the sentinel will call **"Never mind the guard."**

205. After having called **"Turn out the guard,"** the sentinel will never call **"Never mind the guard,"** on the approach of an armed party.

206. Though the guard be already formed he will not fail to call **"Turn out the guard,"** as required in his special orders, except that the guard will not be turned out for any person while his senior is at or coming to the post of the guard.

207. The sentinels at the post of the guard will warn the commander of the approach of any armed body and of the presence in the vicinity of all suspicious or disorderly persons.

208. In case of fire or disorder in sight or hearing, the sentinel at the guardhouse will call the corporal of the guard and report the facts to him.

COUNTERSIGNS AND PARCLES.

209. Forty-fourth Article of War. Any person belonging to the armies of the United States who makes known the watchword to any person not entitled to receive it, according to the rules and discipline of war, or presumes to give a parole or watchword different from that which he received, shall suffer death or such other punishment as a court-martial may direct. (See par. 171.)

210. The **countersign** is a word given daily from the principal headquarters of a command to aid guards and sentinels in identifying persons who may be authorized to pass at night.

It is given to such persons as may be authorized to pass and repass sentinels' posts during the night, and to officers, noncommissioned officers, and sentinels of the guard.

211. The **parole** is a word used as a check on the countersign in order to obtain more accurate identification of persons. It is imparted only to those who are entitled to inspect guards and to commanders of guards.

The parole or countersign, or both, are sent sealed in the form of an order to those entitled to them.

212. When the commander of the guard demands the parole, he will advance and receive it as the corporal receives the countersign. (See par. 133.)

213. As the communications containing the parole and countersign must at times be distributed by many orderlies, the parole intrusted to many officers, and the countersign and parole to many officers and sentinels, and as both the countersign and parole must, for large commands, be prepared several days in advance, there is always danger of their being lost or becoming known to persons who would make improper use of them; moreover, a sentinel is too apt to take it for granted that any person who gives the right countersign is what he represents himself to be;

hence for outpost duty there is greater security in omitting the use of the countersign and parole, or in using them with great caution. The chief reliance should be upon personal recognition or identification of all persons claiming authority to pass.

Persons whose sole means of identification is the countersign, or concerning whose authority to pass there is a reasonable doubt, should not be allowed to pass without the authority of the corporal of the guard after proper investigation; the corporal will take to his next superior any person about whom he is not competent to decide.

214. The **countersign** is usually the name of a battle; the **parole**, that of a general or other distinguished person.

215. When they can not be communicated daily, a series of words for some days in advance may be sent to posts or detachments that are to use the same parole or countersign as the main body.

216. If the countersign be lost, or if a member of the guard desert with it, the commander on the spot will substitute another for it and report the case at once to headquarters.

217. In addition to the countersign, use may be made of preconcerted signals, such as striking the rifle with the hand or striking the hands together a certain number of times, as agreed upon. Such signals may be used only by guards that occupy exposed points.

They are used before the countersign is given, and must not be communicated to anyone not entitled to know the countersign. Their use is intended to prevent the surprise of a sentinel.

In the daytime signals such as raising a cap or a handkerchief in a prearranged manner may be used by sentinels to communicate with the guard or with each other.

GUARD PATROLS.

218. A guard patrol consists of one or more men detailed for the performance of some special service connected with guard duty.

219. If the patrol be required to go beyond the chain of sentinels, the officer or noncommissioned officer in charge will be furnished with the countersign, and the outposts and sentinels warned.

220. If challenged by a sentinel, the patrol is halted by its commander, and the noncommissioned officer accompanying it advances alone and gives the countersign.

WATCHMEN.

221. Enlisted men may be detailed as watchmen or as overseers over prisoners, and as such will receive their orders and perform their duties as the commanding officer may direct.

COMPLIMENTS FROM GUARDS.

222. The compliment from a guard consists in the guard turning out and presenting arms. (See par. 50.) No compliments will be paid between retreat and reveille except as provided in paragraphs 361 and 362, nor will any person other than those named in paragraph 224 receive the compliment.

223. Though a guard does not turn out between retreat and reveille as a matter of compliment, it may be turned out for inspection at any time by a person entitled to inspect it.

224. Between reveille and retreat the following persons are entitled to the compliment: The President, sovereign or chief magistrate of a foreign country, and members of a royal family; Vice President; President and President

pro tempore of the Senate; American and foreign ambassadors; members of the Cabinet; Chief Justice; Speaker of the House of Representatives; committees of Congress officially visiting a military post; governors within their respective States and Territories; governors general;[a] Assistant Secretary of War officially visiting a military post; all general officers of the Army; general officers of foreign services visiting a post; naval, marine, volunteer, and militia officers in the service of the United States and holding the rank of general officer; American or foreign envoys or ministers; ministers accredited to the United States; chargés d'affaires accredited to the United States; consuls general accredited to the United States; commanding officer of a coast artillery district, coast defense command, post, fort, or camp; officer of the day. (*C. M. I. G. D., No. 1.*)

225. The relative rank between officers of the Army and Navy is as follows: General with admiral, lieutenant general with vice admiral, major general with rear admiral, brigadier general with commodore,[b] colonel with captain, lieutenant colonel with commander, major with lieutenant commander, captain with lieutenant, first lieutenant with lieutenant (junior grade), second lieutenant with ensign. (A. R. 12.)

226. Sentinels will not be required to memorize paragraph 224, and except in the cases of general officers of the Army, the commanding officer, and the officer of the day, they will be advised in each case of the presence in camp or garrison of persons entitled to the compliment.

227. Guards will turn out and present arms when the national or regimental colors or standards, not cased, are

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[a] The term "governors general" shall be taken to mean administrative officers under whom officers with the title of governor are acting.

[b] The grade of commodore ceased to exist as a grade on the active list of the Navy of the United States on Mar. 3, 1899. By section 7 of the act of Mar. 3, 1899, the nine junior rear admirals are authorized to receive the pay and allowances of a brigadier general of the Army.

carried past by a guard or an armed party. This rule also applies when the party carrying the colors is at drill. If the drill is conducted in the vicinity of the guardhouse, the guard will be turned out when the colors first pass, and not thereafter.

228. In case the remains of a deceased officer or soldier are carried past, the guard will turn out and present arms.

229. In time of war all guards will turn out under arms when armed parties, except troops at drill and reliefs or detachments of the guard, approach their post. (See par. 53.)

230. The commander of the guard will be notified of the presence in camp or garrison of all persons entitled to the compliment, except general officers of the Army, the commanding officer, and the officer of the day. Members of the guard will salute all persons entitled to the compliment and all officers in the military or naval service of foreign powers, officers of the Army, Navy. and Marine Corps, officers of volunteers, and officers of militia when in uniform.

GENERAL RULES CONCERNING GUARD DUTY.

231. Thirty-sixth Article of War. No soldier shall hire another to do his duty for him.

232. Thirty-eighth Article of War. Any soldier who is found drunk on his guard, party, or other duty shall suffer such punishment as a court-martial may direct.

233. All material instructions given to a member of the guard by an officer having authority will be promptly communicated to the commander of the guard by the officer giving them.

234. Should the guard be formed, soldiers will fall in ranks under arms. At roll call, each man, as his name or number and relief are called, will answer "Here," and come to an **order arms.**

235. Whenever the guard or a relief is dismissed, each member not at once required for duty will place his rifle in the arms racks, if they be provided, and will not remove it therefrom unless he requires it in the performance of some duty.

236. Without permission from the commander of the guard, members of the main guard, except orderlies, will not leave the immediate vicinity of the guard house. Permission to leave will not be granted except in cases of necessity.

237. Members of the main guard, except orderlies, will not remove their accouterments or clothing without permission from the commander of the guard. (Par. 66.)

PRISONERS.

238. Articles of war 66, 67, 68, 69, and 70 have special reference to the confinement of prisoners and should be carefully borne in mind.

239. The commander of the guard will place a civilian in confinement on an order from higher authority only, unless such civilian is arrested while in the act of committing some crime within the limits of the military jurisdiction; in which case the commanding officer will be immediately notified.

240. Except as provided in the twenty-fourth article of war, or when restraint is necessary, no soldier will be confined without the order of an officer, who shall previously inquire into his offense. (A. R. 930.)

241. An officer ordering a soldier into confinement will send, as soon as practicable, a written statement, signed by himself, to the commander of the guard, setting forth the name, company and regiment of such soldier, and a brief statement of the alleged offense. It is a sufficient state-

ment of the offense to give the number and article of war under which the soldier is charged.

242. A prisoner, after his first day of confinement, and until his sentence has been duly promulgated, is considered as held in confinement by the commanding officer. After due promulgation of his sentence, the prisoner is held in confinement by authority of the officer who reviews the proceedings of the court awarding sentence. The commander of the guard will state in his report, in the proper place, the name of the officer by whom the prisoner was originally confined.

243. Enlisted men against whom charges have been preferred will be designated as "awaiting trial"; enlisted men who have been tried will, prior to the promulgation of the result, be designated as "awaiting result of trial"; enlisted men serving sentence of confinement, not involving dishonorable discharge, will be designated as "garrison prisoners." Persons sentenced to dismissal or dishonorable discharge and to terms of confinement at military posts or elsewhere will be designated as "general prisoners." (A. R. 928.)

244. The sentences of prisoners will be read to them when the order promulgating the same is received. The officer of the guard, or the officer of the day if there be no officer of the guard, will read them unless the commanding officer shall direct otherwise.

245. When the date for the commencement of a term of confinement imposed by sentence of a court-martial is not expressly fixed by sentence, the term of confinement begins on the date of the order promulgating it. The sentence is continuous until the term expires, except when the person sentenced is absent without authority. (A. R. 969.)

246. When soldiers awaiting trial or the result of trial, or undergoing sentence, commit offenses for which they

are tried, the second sentence will be executed upon the expiration of the first.

247. Prisoners awaiting trial by, or undergoing sentence of a general court-martial, and those confined for serious offenses, will be kept apart, when practicable, from those confined by sentence of an inferior court, or for minor offenses. Enlisted men in confinement for minor offenses, or awaiting trial or the result of trial for the same, will ordinarily be sent to work under charge of unarmed overseers instead of armed sentinels, and will be required to attend drills unless the commanding officer shall direct otherwise.

248. Prisoners, other than general prisoners, will be furnished with food from their respective companies or from the organizations to which they may be temporarily attached.

The food of prisoners will, when practicable, be sent to their places of confinement, but post commanders may arrange to send the prisoners, under proper guard, to their messes for meals.

When there is no special mess for general prisoners, they will be attached for rations to companies.

Enlisted men bringing meals for the prisoners will not be allowed to enter the prison room. (See par. 289.)

249. With the exception of those specially designated by the commanding officer, no prisoners will be allowed to leave the guard house unless under charge of a sentinel and passed by an officer or noncommissioned officer of the guard. The commanding officer may authorize certain garrison prisoners and paroled general prisoners to leave the guard house, not under the charge of a sentinel, for the purpose of working outside under such surveillance and restrictions as he may impose.

250. Prisoners reporting themselves sick at sick call, or at the time designated by the commanding officer, will be sent to the hospital under charge of proper guard, with a

sick report kept for the purpose. The recommendation of the surgeon will be entered in the guard report.

251. The security of sick prisoners in the hospital devolves upon the post surgeon, who will, if necessary, apply to the post commander for a guard.

252. Prisoners will be paraded with the guard only when directed by the commanding officer or the officer of the day.

253. A prisoner under charge of a sentinel will not salute an officer.

254. All serviceable clothing which belongs to a prisoner, and his blankets, will accompany him to the post designated for his confinement, and will be fully itemized on the clothing list sent to that post. The guard in charge of the prisoner during transfer will be furnished with a duplicate of this list and will be held responsible for the delivery of all articles itemized therein, with the prisoner. At least one serviceable woolen blanket will be sent with every such prisoner so transferred. (A. R. 939.)

255. When mattresses are not supplied, each prisoner in the guard house will be allowed a bed sack and 30 pounds of straw per month for bedding. So far as practicable, iron bunks will be furnished to all prisoners in post guard houses and prison rooms. (A. R. 1084.)

256. If the number of prisoners, including general prisoners, confined at a post justifies it, the commanding officer will detail a commissioned officer as "officer in charge of prisoners." At posts where the average number of prisoners continually in confinement is less than 12, the detail of an officer in charge of prisoners will not be made.

RULES AND REGULATIONS FOR THE GOVERNMENT OF GENERAL PRISONERS AT POSTS.

257. The officer in charge of prisoners, when one is detailed, will make a daily inspection of the cells and prison rooms and will inspect the food and submit to the commanding officer any complaints about the same.

258. He will have charge of the property, money, and valuables belonging to general prisoners, which they are not permitted to keep in their possession, and will disburse said money, when desired by the owner, for purposes approved by the commanding officer. If there be no officer in charge of prisoners, this duty will be intrusted to the adjutant.

259. No general prisoner will be released from confinement except on an order communicated by the commanding officer, who, before giving such order, will verify the date of expiration of the prisoner's sentence by examining all orders fixing or modifying the term of confinement.

260. The following records and reports will be kept: Record of general prisoner, on blank supplied by the Adjutant General's Department; morning report, and clothing book (ordinary blank book without specail ruling furnished by the Quartermaster's Department).

261. Paragraphs 262 to 295 of this manual will be read to or by every general prisoner as soon as practicable after his confinement, and a copy of these rules and regulations, which will be furnished by the Adjutant General's Department, will be kept posted in each cell and room.

262. After a general prisoner, who is serving sentence at a post, has served one-half of his sentence, he may submit to the commanding officer of the post an application to be placed upon parole during working hours for the remainder of the term of confinement. Such application will contain a pledge on the part of the applicant to comply with all general conditions under which general prisoners may be paroled, and also with any special requirements that may from time to time be made of him. Upon receipt of such an application, the post commander may, in the exercise of his discretion, parole the prisoner during working hours for work in the Quartermaster Corps upon condition that if the prisoner's conduct is not good the parole

status will be forfeited. The granting of the qualified parole here authorized does not constitute a release of the prisoner from military custody or control, but merely authorizes a relaxation of the strict rule which would otherwise require the presence of a guard whenever the prisoner is outside of the guardhouse. In determining what constitutes one-half of a sentence the calculation will be based upon the prisoner's term without deduction for good conduct. The authorized abatement for good conduct will continue to accrue during the good conduct of a general prisoner on parole. (A. R. 943). No paroled general prisoner will be employed about the post exchange or the quarters of any officer except as a mechanic or laborer under the direction of the quartermaster.

263. Every general prisoner on admission will be minutely searched and will be permitted to retain in his possession only proper clothing and necessary toilet articles. He will then be required to bathe, his hair will be cut close, and his beard, whiskers, and mustache trimmed.

264. General prisoners will bathe at least once a week and will wear their hair short. The hair and beard of a general prisoner may be allowed to grow during the last month of his confinement.

265. All articles of personal property taken from a general prisoner will be marked with his name and stored until he is released, when they will be returned to him.

266. The prison rooms will be properly policed, good order and quiet demeanor maintained, and necessary measures taken for security. The names of occupants of cells will be posted on the doors. Each cell and prison room will be inspected at least once a day for the purpose of detecting contraband articles and of seeing whether any alterations have been made or attempted which might facilitate escape.

267. The diet of general prisoners shall be determined by the commanding officer. A general prisoner confined on bread-and-water diet will receive an allowance of 18 ounces of bread each day and as much water as he may desire.

268. Meals will be served in prison rooms or cells when no separate mess is provided. Ample time and a sufficient quantity of food will be allowed for each meal.

269. Each general prisoner will be furnished with and will have at all times one complete suit of outer clothing, two complete suits of underclothing, one pair of shoes, one hat, and one or two blankets, depending on the temperature. The outer clothing of general prisoners will be conspicuously marked "P" and divested of all ornament. When released such prisoner will have in his possession a serviceable suit of clothing, the outer garments bearing no prison mark.

270. At the weekly inspection each general prisoner will stand by his bed or bunk, and the inspecting officer will see that the rules for cleanliness have been observed. The bedding and clothing will be folded, clothing on top of the bedding. General prisoners will be held to a strict accountability for clothing in their possession, and they are forbidden to alter it without authority.

271. General prisoners will be kept at hard labor daily except Sunday, January 1, February 22, May 30, July 4, Labor Day, Thanksgiving Day, and Christmas Day, but in case of pressing necessity they may be employed on these days. So far as practicable, they will perform all scavenger duties at the post. They will not be employed in cultivating company or private gardens, nor upon ordinary police about stables or barracks.

272. General prisoners who desire an interview with the commanding officer will make application to the officer in charge, stating the purpose. The officer in charge will

receive oral complaints which may be made by them, and will notify them of his action. Complaints in writing will also be addressed to him, and will be laid before the commanding officer with such information as he may possess bearing on the case. If there be no officer detailed in charge of prisoners, the officer of the day will receive application for interviews, complaints, etc., under this paragraph.

273. Wrongs will be righted, if possible, but those who make frivolous or untruthful complaints will be punished. General prisoners will be permitted to submit explanations for offenses for which reported. No general prisoner will sign any protest or petition in conjunction with other prisoners; each will make his own complaints or requests.

274. A record will be kept of all reports against general prisoners, with the disciplinary punishment awarded in each case.

275. Except as otherwise ordered by the commanding officer, general prisoners will be constantly under charge of the guard, and in the event of mutiny, attempted outbreak or escape, or any disorder immediate action will be taken by the guard and enough force used to restore order. The force used in any case will be limited to that necessary to the enforcement of these rules, the preservation of order, and the proper control of prisoners.

276. No disciplinary punishment will be inflicted upon general prisoners unless by direction of the commanding officer, and then only after a full investigation of each case.

277. A general prisoner who violates any of these rules, who is insolent, insubordinate, disrespectful, or disorderly, or who uses indecent or profane language may be disciplined by—

(*a*) Being deprived of a meal.

(*b*) Being locked in his cell when not at work.

(*c*) Performing extra hard or disagreeable labor.
(*d*) Solitary confinement on bread-and-water diet.
(*e*) Forfeiture of good-conduct time.

In addition to being disciplined as indicated he may also be tried by court-martial if the gravity of the offense so demands.

Solitary confinement on bread and water will not exceed 14 consecutive days at any one period, and will not be repeated until an interval of 14 days shall have elapsed and shall not exceed 84 days in one year.

278. No good-conduct time can be forfeited in advance. When it is necessary to discipline a general prisoner who has none to his credit, the punishment must take some other form.

279. Any general prisoner who attempts to escape will forfeit all good-conduct time previously earned. A recaptured prisoner will suffer the same forfeiture. In either case, the prisoner may, in addition, be tried by court-martial.

280. A general prisoner who refuses to work may, for the first offense, be closely confined and deprived of his next meal, but food will be allowed him as soon as he consents to resume work; and he may be further punished for his offense by loss of not more than 20 days' good-conduct time, or by being locked in his cell for not more than 30 days, except when at work.

281. Letters will be sent out by general prisoners through the officer in charge or officer of the day. Each prisoner will be permitted to write to his family or friends once in each month, all letters to be submitted unsealed (without stamp or envelope) for inspection. Paper will be furnished to prisoners for official as well as private communications.

282. Prison authorities without the consent of a general prisoner will not open and inspect letters addressed to

him. Such letters may, however, be retained unopened until the prisoner is released, or his letters otherwise disposed of under judicial process.

283. General prisoners will be permitted to make application for clemency as soon after their arrival at a post for confinement as they may desire, but thereafter not until six months shall have elapsed since the date of final action upon the last application. Applications should be addressed to the officer in charge (or the officer of the day), but applicants may state to what authority they wish to appeal.

284. Applications for clemency should be based on reasonable grounds. Good conduct is rewarded by an allowance of good-conduct time, but does not of itself furnish any claim to clemency or further mitigation of sentence. It will aid, however, in obtaining favorable consideration for applications based upon other grounds.

285. General prisoners, other than those confined in penitentiaries, will be allowed in abatement of their terms of confinement, when serving sentences of over 3 months and not over 12 months, 5 days for each complete period of 25 days during the whole of which their conduct has been good; but the abatement of 5 days so authorized shall not have the effect in any case of reducing the confinement below 3 months. On sentences exceeding 1 year there will be allowed the foregoing abatement for the first year of the sentence, including abatement, and thereafter 10 days for each complete period of 20 days during the whole of which the conduct of the prisoners has been good. Abatements thus authorized may be forfeited wholly or in part by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the prisoner is confined. A general prisoner serving sentence in a penitentiary will receive the abatement authorized for convicts in that penitentiary. (A. R. 942.)

286. In order to secure uniformity in computing abatement of terms of confinement, the following method of computation will be used:

A general prisoner will be credited at the beginning of his confinement with all the good-conduct time that can be earned in his case during the entire period of his sentence. All months will be assumed to consist of 30 days. When forfeitures of good-conduct time are imposed they will be deducted from the amount of the prisoner's credit, but care will be taken not to impose or deduct a forfeiture in excess of the amount of good-conduct time that has actually been earned at date of forfeiture. (A. R. 942.) Except when the loss of good-conduct time is prescribed for specific offenses, the other minor penalties enumerated in paragraph 275 will ordinarily be inflicted before resort is had to loss of good-conduct time.

287. Talking, gazing about, or laughing in ranks is prohibited. General prisoners who are not at work will stand at attention when addressed by an officer or noncommissioned officer. Those at work will, under no circumstances, leave their places of employment without the permission of the noncommissioned officer or sentinel in charge of the party.

288. A general prisoner desiring to speak to a sentinel will hold up his hand as a signal for the desired permission.

289. No persons will be permitted to enter the prison rooms without authority from the commanding officer, the officer of the day, or the officer in charge.

290. The beds will be neatly made up as soon as the cells are unlocked. The night buckets will be emptied, cleaned, and put in the place provided for them during the day. A small quantity of disinfecting fluid will be placed in each bucket, and the buckets will be taken into the cells immediately after supper.

291. Spitting on the walls or floors of cells and prison rooms, or defacing them, is forbidden. Any general prisoner who makes unnecessary litter or dirt in the prison will be reported to the officer in charge or officer of the day.

292. Trafficking with general prisoners is forbidden.

293. General prisoners will be in bed at taps. Loud talking or loud noises of any kind will not be permitted at any time. Strict silence is enjoined after tattoo.

294. General prisoners will be respectful in their treatment of one another. They are forbidden to hold any conversation with soldiers or citizens, except on a matter of duty, without authority from the commanding officer, officer of the day, or officer in charge.

295. A record of all violations of these rules will be kept by the provost sergeant or commander of the guard, and report of the same will be made to the officer in charge of prisoners or the officer of the day, in time to accompany the morning report of general prisoners.

296. The foregoing rules will be enforced with reference to garrison prisoners so far as applicable.

297. Garrison prisoners will be allowed in abatement of their terms of confinement when serving sentences of 1 month, 5 days for good conduct. On sentences exceeding 1 month they will be allowed the foregoing abatement for the first month of the sentence, and thereafter 10 days for each complete period of 20 days during the whole of which their conduct has been good. Abatements thus authorized may be forfeited, wholly or in part, by subsequent misconduct, such forfeiture to be determined by the commanding officer of the post where the prisoner is confined. (A. R. 942.)

298. After a garrison prisoner has served one-half of his sentence he may, if his enlistment has not expired, submit to the commander of the post where the sentence is being executed a request to be put on probation for the

remainder of the term of confinement adjudged, and upon the request being granted the soldier will be restored to duty upon condition that if his conduct is not good while on probation he will be required to serve the remainder of his sentence. In determining what constituted one-half of a sentence the calculation will be based upon the prisoner's term without deduction for good conduct. The authorized abatement for good conduct will continue to accrue during the good conduct of a garrison prisoner on probation. (A. R. 943.)

GUARDING PRISONERS.

299. The sentinel at the post of the guard has charge of the prisoners except when they have been turned over to the prisoner guard or overseers. (Par. 247 and 300 to 304.)

(a) **He will allow none to escape.**

(b) **He will allow none to cross his post leaving the guardhouse except when passed by an officer or noncommissioned officer of the guard.**

(c) **He will allow no one to communicate with prisoners without permission from proper authority.**

(d) **He will promptly report to the corporal of the guard any suspicious noise made by the prisoners.**

(e) **He will be prepared to tell whenever asked how many prisoners are in the guardhouse and how many are out at work or elsewhere.**

Whenever prisoners are brought to his post returning from work or elsewhere, he will halt them and call the corporal of the guard, notifying him of the number of prisoners returning. Thus: **"Corporal of the guard, (so many) prisoners."**

He will not allow prisoners to pass into the guardhouse until the corporal of the guard has responded to the call and ordered him to do so.

300. Whenever practicable special guards will be detailed for the particular duty of guarding working parties composed of such prisoners as can not be placed under overseers. (Par. 247.)

301. The prisoner guard and overseers will be commanded by the police officer; if there be no police officer, then by the officer of the day.

302. The provost sergeant is sergeant of the prisoner guard and overseers, and as such receives orders from the commanding officer and the commander of the prisoner guard only.

303. Details for prisoner guard are marched to the guardhouse and mounted by being inspected by the commander of the main guard, who determines whether all of the men are in proper condition to perform their duties and whether their arms and equipments are in proper condition, and rejects any men found unfit.

304. When prisoners have been turned over to the prisoner guard or overseers, such guards or overseers are responsible for them under their commander, and all responsibility and control of the main guard ceases until they are returned to the main guard. (Par. 306.)

305. If a prisoner attempts to escape, the sentinal will call "**Halt**" If he fails to halt when the sentinel has once repeated his call, and if there be no other possible means of preventing his escape, the sentinel will fire upon him.

The following will more fully explain the important duties of a sentinel in this connection:

(CIRCULAR.)

WAR DEPARTMENT,
ADJUTANT GENERAL'S OFFICE,
Washington, November 1, 1887.

By direction of the Secretary of War the following is published for the information of the Army:

United States Circuit Court, Eastern District of Michigan, August 1, 1887.

The United States *v.* James Clark.

The circuit court has jurisdiction of a homicide committed by one soldier upon another within a military reservation of the United States.

If a homicide be committed by a military guard without malice and in the performance of his supposed duty as a soldier, such homicide is excusable, unless it was manifestly beyond the scope of his authority or was such that a man of ordinary sense and understanding would know that it was illegal.

It seems that the sergeant of the guard has a right to shoot a military convict if there be no other possible means of preventing his escape.

The common-law distinction between felonies and misdemeanors has no application to military offenses.

While the finding of a court of inquiry acquitting the prisoner of all blame is not a legal bar to a prosecution, it is entitled to weight as an expression of the views of the military court of the necessity of using a musket to prevent the escape of the deceased.

* * * * *

By order of the Secretary of War:

R. C. DRUM,
Adjutant General.

The following is taken from Circular No. 3 of 1883, from Headquarters Department of the Columbia:

VANCOUVER BARRACKS, W. T.,
April 20, 1883.

To the ASSISTANT ADJUTANT GENERAL,
DEPARTMENT OF THE COLUMBIA.

SIR:

* * * * *

A sentinel is placed as guard over prisoners to prevent their escape, and for this purpose he is furnished a musket, with ammunition. To prevent escape is his first and most important duty.

* * * * *

I suppose the law to be this: That a sentinel shall not use more force or violence to prevent the escape of a prisoner than is necessary to effect that object, but if the prisoner, after being ordered to halt, continues his flight, the sentinel may maim or even kill him, and it is his duty to do so.

A sentinel who allows a prisoner to escape without firing upon him and firing to hit him, is, in my judgment, guilty of a most serious military offense, for which he should and would be severely punished by a general court-martial.

* * * * *

(Signed) HENRY A. MORROW,
Colonel 21st Infantry, Commanding Post.

[Third indorsement.]

OFFICE JUDGE ADVOCATE,
MILITARY DIVISION OF THE PACIFIC,
May 11, 1883.

Respectfully returned to the Assistant Adjutant General, Military Division of the Pacific, concurring fully in the views expressed by Colonel Morrow. I was not aware that such a view had ever been questioned. That the period is a time of *peace* does not affect the authority and duty of the sentinel or guard to fire upon the escaping prisoner, if this escape can not otherwise be prevented. He should, of course, attempt to stop the prisoner before firing, by ordering him to halt, and will properly warn him by the words, "Halt, or I fire," or words to such effect.

W. WINTHROP,
Judge Advocate.

[Fourth indorsement.]

HEADQUARTERS MILITARY DIVISION OF THE PACIFIC,
May 11, 1883.

Respectfully returned to the Commanding General, Department of the Columbia, approving the opinion of the commanding officer, Twenty-first Infantry, and of the Judge Advocate of the Division, in respect to the duty of and method to be adopted by sentinels in preventing prisoners from escaping.

* * * * *

By command of Major General Schofield:

J. C. KELTON,
Assistant Adjutant General.

See also Circular No. 53, A. G. O., December 22, 1900.

306. On approaching the post of the sentinel at the guardhouse, a sentinel of the prisoner guard or an overseer in charge of prisoners will halt them and call, "**No. 1, (so many prisoners.**" He will not allow them to cross the post of the sentinel until so directed by the corporal of the guard.

307. Members of the prisoner guard and overseers placed over prisoners for work will receive specific and explicit instructions covering the required work; they will be held strictly responsible that the prisoners under their charge properly and satisfactorily perform the designated work.

STABLE GUARDS.

308. Under the head of stable guards will be included guards for cavalry stables, artillery stables and parks, mounted infantry stables, machine-gun organization stables and parks and quartermaster stables and parks. Where the words "troop" and "cavalry" are used they will be held to include all of these organizations.

309. When troop stable guards are mounted they will guard the stables of the cavalry (see par. 13). When no stable guards are mounted, the stables will be guarded by sentinels posted from the main guard, under the control of the officer of the day.

The instructions given for troop stable guard will be observed as far as applicable by the noncommissioned officers and sentinels of the main guard when in charge of the stables.

TROOP STABLE GUARDS.

310. Troop stable guards will not be used except in the field, or when it is impracticable to guard the stables by sentinels from the main guard.

311. Troop stable guards will be under the immediate control of their respective troop commanders; they will be posted in each cavalry stable, or near the picket line, and will consist of not less than one noncommissioned officer and three privates.

Stable guards are for the protection of the horses, stables, forage, equipments, and public property generally. They will in addition enforce the special regulations in regard to stables, horses, and parks.

312. Sentinels of stable guards will be posted at the stables or at the picket lines when the horses are kept outside. The troop stable guard may be used as a herd guard during the day time or when grazing is practicable.

313. The troop stable guard, when authorized by the post commander, will be mounted under the supervision of the troop commander. It will be armed, at the discretion of the troop commander, with either rifle or pistol.

314. The tour continues for 24 hours, or until the guard is relieved by a new guard.

315. The employment of stable guards for police and fatigue duties at the stables is forbidden; but this will not prohibit them from being required to assist in feeding grain before reveille.

316. The troop stable guard will attend stables with the rest of the troop and groom their own horses, the sentinels being taken off post for the purpose.

317. Neither the noncommissioned officer nor the members of the stable guard will absent themselves from the immediate vicinity of the stables except in case of urgent cessity, and then for no longer time than is absolutely necessary. No member of the guard will leave for any purpose without the authority of the noncommissioned officer of the guard.

318. The noncommissioned officer and one member of the stable guard will go for meals at the proper hour; upon

their return the other members of the guard will be directed to go by the noncommissioned officer.

319. When the horses are herded each troop will furnish its own herd guard. (Par. 14.)

320. Smoking in the stables or their immediate vicinity is prohibited. No fire or light, other than electric light or stable lanterns, will be permitted in the stables. A special place will be designated for trimming, filling, and lighting lanterns.

NONCOMMISSIONED OFFICER OF THE TROOP STABLE GUARD.

321. The noncommissioned officer receives his orders from his troop commander, to whom he will report immediately after posting his first relief, and when relieved will turn over all his orders to his successor. He instructs his sentinels in their general and special duties; exercises general supervision over his entire guard; exacts order and cleanliness about the guardroom; prevents the introduction of intoxicants into the guardhouse and stables; receives, by count, from his predecessor, the animals, horse equipments, and all property (both private and public) pertaining thereto; examines, before relieving his predecessor, all locks, windows, and doors, and should any be found insecure he will report the fact to his troop commander when he reports for orders. He will personally post and relieve each sentinel, taking care to verify the property responsibility of the sentinel who comes off post, and see that the sentinel who goes on post is aware of the property responsibility that he assumes.

322. That the noncommissioned officer may be more thoroughly informed of his responsibility, all horses returning, except those from a regular formation, will be reported to him. He will then notify the sentinel on post, and,

in the absence of the stable sergeant, will see that the horses are promptly cared for.

In case of abuse, he will promptly report to the troop commander. Should the horse be the private property of an officer, he will report such abuse to the owner.

323. The noncommissioned officer will report any unusual occurrence during his tour direct to his troop commander.

324. Horses and other property for which the noncommissioned officer is responsible will not be taken from the stables without the authority of the post or troop commander.

325. The noncommissioned officer must answer the sentinel's calls promptly.

326. In case of fire, the noncommissioned officer will see that the requirements of paragraph 334 are promptly carried out.

327. Whenever it becomes necessary for the noncommissioned officer to leave his guard, he will designate a member of it to take charge and assume his responsibility during his absence.

SENTINELS OF THE TROOP STABLE GUARD.

328. The sentinel in the discharge of his duties will be governed by the regulations for sentinels of the main guard whenever they are applicable—such as courtesies to officers, walking post in a soldierly manner, challenging, etc.; he will not turn out the guard except when ordered by proper authority.

329. The sentinel will receive orders from the commanding officer, the troop commander, and the noncommissioned officers of the stable guard only, except when the commanding officer directs the officer of the day to inspect the stable guard.

330. In the field and elsewhere when directed by the commanding officer the sentinel when posted will verify the number of horses for which he is responsible, and when relieved will give the number to his successor.

331. The sentinel will not permit any horse or equipments to be taken from the stables, except in the presence of the noncommissioned officer.

332. Should a horse get loose, the sentinel will catch him and tie him up. If he be unable to catch the horse, the noncommissioned officer will at once be notified. In case a horse be cast, or in any way entangled, he will relieve him, if possible; if unable to relieve him, he will call the noncommissioned officer. Sentinels are forbidden to punish or maltreat a horse.

333. When a horse is taken sick, the sentinel will notify the noncommissioned officer, who in turn will call the farrier, and see that the horse is properly attended to.

334. In case of fire the sentinel will give the alarm by stepping outside the stable and firing his pistol or piece repeatedly, and calling out at the same time, **"Fire, stables, Troop (———)."**

As soon as the guard is alarmed, he will take the necessary precautions in opening or closing the doors so as to prevent the spreading of the fire and make it possible to remove the horses; he will drop the chains and bars, and, with the other members of the guard, proceed to lead out the horses and secure them at the picket line or such other place as may have been previously designated.

335. Sentinels over horses, or in charge of prisoners, receive orders from the stable sergeant, so far as the care of the horses and the labor of prisoners are concerned.

336. In field artillery and machine-gun organizations, the guard for the stables has charge of the guns, caissons, etc., with their ammunition and stores, as well as the horses, harness, and forage.

FLAGS.

337. The garrison, post, and storm flags are national flags and shall be of bunting. The union of each is as described in paragraph 216, Army Regulations, and shall be of the following proportions: Width, seven-thirteenths of the hoist of the flag; length, seventy-six one-hundredths of the hoist of the flag.

The garrison flag will have 38 feet fly and 20 feet hoist. It will be furnished only to posts designated in orders from time to time from the War Department, and will be hoisted only on holidays and important occasions.

The post flag will have 19 feet fly and 10 feet hoist. It will be furnished for all garrison posts and will be hoisted in pleasant weather.

The storm flag will have 9 feet 6 inches fly and 5 feet hoist. It will be furnished for all occupied posts for use in stormy and windy weather. It will also be furnished to national cemeteries. (A. R. 223.)

338. At every military post or station the flag will be hoisted at the sounding of the first note of the reveille, or of the first note of the march, if a march be played before the reveille. The flag will be lowered at the sounding of the last note of the retreat, and while the flag is being lowered the band will play "The Star Spangled Banner," or, if there be no band present, the field music will sound "to the color." When "to the color" is sounded by the field music while the flag is being lowered the same respect will be observed as when "The Star Spangled Banner" is played by the band, and in either case officers and enlisted men out of ranks will face toward the flag, stand at attention, and render the prescribed salute at the last note of the music. (A. R. 437.)

The lowering of the flag will be regulated as to be completed at the last note of "The Star Spangled Banner" or "to the color."

339. The national flag will be displayed at a seacoast or lake fort at the beginning of and during an action in which a fort may be engaged, whether by day or by night. (A. R. 437.)

340. The national flag will always be displayed at the time of firing a salute. (A. R. 397.)

341. The flag of a military post will not be dipped by way of salute or compliment. (A. R. 405.)

342. On the death of an officer at a military post the flag is displayed at half-staff and so remains, between reveille and retreat, until the last salvo or volley is fired over the grave; or if the remains are not interred at the post, until they are removed therefrom. (A. R. 422.)

343. During the funeral of an enlisted man at a military post the flag is displayed at half-staff. It is hoisted to the top after the final volley or gun is fired or after the remains are taken from the post. The same honors are paid on the occasion of the funeral of a retired enlisted man. (A. R. 423.)

344. When practicable, a detail consisting of a noncommissioned officer and two privates of the guard will raise or lower the flag. This detail wears side arms or, if the special equipments do not include side arms, then belts only.

The noncommissioned officer, carrying the flag, forms the detail in line, takes his post in the center, and marches it to the staff. The flag is then securely attached to the halyards and rapidly hoisted. The halyards are then securely fastened to the cleat on the staff and the detail marched to the guardhouse.

345. When the flag is to be lowered, the halyards are loosened from the staff and made perfectly free. At retreat the flag is lowered at the last note of retreat. It is then neatly folded and the halyards made fast. The detail is then reformed and marched to the guardhouse, where the flag is turned over to the commander of the guard.

The flag should never be allowed to touch the ground and should always be hoisted or lowered from the leeward side of the staff, the halyards being held by two persons.

REVEILLE AND RETREAT GUN.

346. The morning and evening gun will be fired by a detachment of the guard, consisting, when practicable, of a corporal and two privates. The morning gun is fired at the first note of reveille, or, if marches be played before the reveille, it is fired at the beginning of the first march. The retreat gun is fired at the last note of retreat.

The corporal marches the detachment to and from the piece, which is fired, sponged out, and secured under his direction.

GUARD MOUNTING.

347. Guard mounting will be formal or informal as the commanding officer may direct. It will be held as prescribed in the drill regulations of the arm of the service to which the guard belongs; if none is prescribed, then as for infantry. In case the guard is composed wholly of mounted organizations, guard mounting may be held mounted.

348. When infantry and mounted troops dismounted are united for guard mounting, all details form as prescribed for infantry.

FORMAL GUARD MOUNTING FOR INFANTRY.

349. Formal guard mounting will ordinarily be held only in posts or camps where a band is present.

350. At the **assembly,** the men designated for the guard fall in on their company parade grounds as prescribed in paragraph 106, I. D. R. The first sergeant then

verifies the detail, inspects it, replaces any man unfit to go on guard, turns the detail over to the senior noncommissioned officer, and retires. The band takes its place on the parade ground so that the left of its front rank shall be 12 paces to the right of the front rank of the guard when the latter is formed.

351. At **adjutant's call,** the adjutant, dismounted, and the sergeant major on his left, marches to the parade ground. The adjutant halts and takes post so as to be 12 paces in front of and facing the center of the guard when formed; the sergeant major continues on, moves by the left flank, and takes post, facing to the left, 12 paces to the left of the front rank of the band; the band plays in quick or double time; the details are marched to the parade ground by the senior noncommissioned officers; the detail that arrives first is marched to the line so that, upon halting, the breast of the front-rank man shall be near to and opposite the left arm of the sergeant major; the commander of the detail halts his detail, places himself in front of and facing the sergeant major, at a distance equal to or a little greater than the front of his detail, and commands: 1. **Right,** 2. **DRESS.** The detail dresses up to the line of the sergeant major and its commander, the right front-rank man placing his breast against the left arm of the sergeant major; the noncommissioned officers take post two paces in rear of the rear rank of the detail. The detail aligned, the commander of the detail commands: **FRONT,** salutes, and then reports: **"The detail is correct;"** or **"(So many) sergeants, corporals, or privates are absent;"** the sergeant major returns the salute with the right hand after the report is made; the commander then passes by the right of the guard and takes post in the line of noncommissioned officers in rear of the right file or his detail.

Should there be more than one detail, it is formed in like manner on the left of the one preceding; the privates, noncommissioned officers, and commander of each detail dress on those of the preceding details in the same rank or line; each detail commander closes the rear rank to the right and fills blank files, as far as practicable, with the men from his front rank.

Should the guard from a company not include a noncommissioned officer, one will be detailed to perform the duties of commander of the detail. In this case the commander of the detail, after reporting to the sergeant major, passes around the right flank between the guard and the band and retires.

352. When the last detail has formed, the sergeant major takes a side step to the right, draws sword, verifies the detail, takes post two paces to the right and two paces to the front of the guard, facing to the left, causes the guard to count off, completes the left squad, if necessary, as in the school of the company, and if there be more than three squads, divides the guard into two platoons, again takes post as described above and commands: 1. **Open ranks,** 2. **MARCH.**

At the command **march,** the rear rank and file closers march backward four steps, halt, and dress to the right. The sergeant major aligns the ranks and file closers and again, taking post as described above, commands: **FRONT,** moves parallel to the front rank until opposite the center, turns to the right, halts midway to the adjutant, salutes, and reports: **"Sir, the details are correct;"** or, **"Sir, (so many) sergeants, corporals,** or **privates are absent;"** the adjutant returns the salute, directs the sergeant major: **Take your post,** and then draws saber; the sergeant major faces about, approaches to within two paces of the center of the front rank, turns to the right, moves three paces beyond the left of the front rank, turns

to the left, halts on the line of the front rank, faces about, and brings his sword to the order. When the sergeant major has reported, the officer of the guard takes post, facing to the front, three paces in front of the center of the guard, and draws saber.

The adjutant then commands: 1. **Officer (or officers) and noncommissioned officers,** 2. **Front and center,** 3. **MARCH.**

At the command **center,** the officers carry saber. At the command **march,** the officer advances and halts three paces from the adjutant, remaining at the carry; the noncommissioned officers pass by the flanks, along the front, and form in order of rank from right to left, three paces in rear of the officer, remaining at the right shoulder; if there is no officer of the guard the noncommissioned officers halt on a line three paces from the adjutant; the adjutant then assigns the officers and noncommissioned officers according to rank, as follows: **Commander of the guard, leader of first platoon, leader of second platoon, right guide of first platoon, left guide of second platoon, left guide of first platoon, right guide of second platoon,** and **file closers,** or, if the guard is not divided into platoons: **Commander of the guard, right guide, left guide,** and **file closers.**

The adjutant then commands: 1. **Officer (or officers) and noncommissioned officers,** 2. **POSTS,** 3. **MARCH.**

At the command **posts,** all, except the officer commanding the guard, face about. At the command **march,** they take the posts prescribed in the school of the company with open ranks. The adjutant directs: **Inspect your guard, sir;** at which the officer commanding the guard faces about, commands: **Prepare for inspection,** returns saber, and inspects the guard.

During the inspection, the band plays; the adjutant returns saber, observes the general condition of the guard,

and falls out any man who is unfit for guard duty or does not present a creditable appearance. Substitutes will report to the commander of the guard at the guardhouse.

353. The adjutant, when so directed, selects orderlies and color sentinels, as prescribed in paragraphs 140 and 141, and notifies the commander of the guard of his selection.

354. If there be a junior officer of the guard he takes post at the same time as the senior, facing to the front, 3 paces in front of the center of the first platoon; in going to the front and center he follows and takes position on the left of the senior and is assigned as leader of the first platoon; he may be directed by the commander of the guard to assist in inspecting the guard.

If there be no officer of the guard, the adjutant inspects the guard. A noncommissioned officer commanding the guard takes post on the right of the right guide, when the guard is in line; and takes the post of the officer of the guard, when in column or passing in review.

355. The inspection ended, the adjutant places himself about 30 paces in front of and facing the center of the guard, and draws saber; the new officer of the day takes post in front of and facing the guard, about 30 paces from the adjutant; the old officer of the day takes post 3 paces to the right of and 1 pace to the rear of the new officer of the day; the officer of the guard takes post 3 paces in front of its center, draws saber with the adjutant and comes to the order; thereafter he takes the same relative positions as a captain of a company.

The adjutant then commands: 1. **Parade,** 2. **REST,** 3. **SOUND OFF,** and comes to the order and parade rest.

The band, playing, passes in front of the officer of the guard to the left of the line, and back to its post on the right, when it ceases playing.

The adjutant then comes to attention, carries saber, and commands: 1. **Guard,** 2. **ATTENTION,** 3. **Close ranks,** 4. **MARCH.**

The ranks are opened and closed as in paragraph 745, I. D. R.

The adjutant then commands: 1. **Present,** 2 **ARMS,** faces toward the new officer of the day, salutes, and then reports: **Sir, the guard is formed.** The new officer of the day, after the adjutant has reported, returns the salute with the hand and directs the adjutant: **March the guard in review, sir.**

The adjutant carries saber, faces about, brings the guard to an order, and commands: 1. **At trail, platoons** (or **guard**) **right,** 2. **MARCH,** 3. **Guard,** 4. **HALT.**

The platoons execute the movement; the band turns to the right and places itself 12 paces in front of the first platoon.

The adjutant places himself 6 paces from the flank and abreast of the commander of the guard; the sergeant major, 6 paces from the left flank of the second platoon.

The adjutant then commands: 1. **Pass in review,** 2. **FORWARD,** 3. **MARCH.**

The guard marches in quick time past the officer of the day, according to the principles of review, and is brought to **eyes right** at the proper time by the commander of the guard; the adjutant, commander of the guard, leaders of platoons, sergeant major, and drum major salute.

The band, having passed the officer of the day, turns to the left out of the column, places itself opposite and facing him, and continues to play until the guard leaves the parade ground. The field music detaches itself from the band when the latter turns out of the column, and, remaining in front of the guard, commences to play when the band ceases.

Having passed 12 paces beyond the officer of the day, the adjutant halts; the sergeant major halts abreast of the adjutant and 1 pace to his left; they then return saber, salute, and retire; the commander of the guard then commands: 1. **Platoons, right by squads,** 2. **MARCH,** and marches the guard to its post.

The officers of the day face toward each other and salute; the old officer of the day turns over the orders to the new officer of the day.

While the band is sounding off, and while the guard is marching in review, the officers of the day stand at parade rest with arms folded. They take this position when the adjutant comes to parade rest, resume the attention with him, again take the parade rest at the first note of the march in review, and resume attention as the head of the column approaches.

The new officer of the day returns the salute of the commander of the guard and the adjutant, making one salute with the hand.

356. If the guard be not divided into platoons, the adjutant commands: 1. **At trail, guard right,** 2. **MARCH,** 3. **Guard,** 4. **HALT,** and it passes in review as above; the commander of the guard is 3 paces in front of its center; the adjutant places himself 6 paces from the left flank and abreast of the commander of the guard; the sergeant covers the adjutant on a line with the front rank.

INFORMAL GUARD MOUNTING FOR INFANTRY.

357. Informal guard mounting will be held on the parade ground of the organization from which the guard is detailed. If it is detailed from more than one organization, then at such place as the commanding officer may direct.

358. At assembly, the detail for guard falls in on the company parade ground. The first sergeant verifies the

detail, inspects their dress and general appearance, and replaces any man unfit to march on guard. He then turns the detail over to the commander of the guard and retires.

359. At adjutant's call, the officer of the day takes his place 15 paces in front of the center of the guard and commands: 1. **Officer** (or **officers**) **and noncommissioned officers,** 2. **Front and center,** 3. **MARCH;** whereupon the officers and noncommissioned officers take their positions, are assigned and sent to their posts as prescribed in formal guard mounting. (Par. 352.)

The officer of the day will then inspect the guard with especial reference for its fitness for the duty for which it is detailed, and will select as prescribed in paragraphs 140 and 141, the necessary orderlies and color sentinels. The men found unfit for guard will be returned to quarters and will be replaced by others found to be suitable, if available in the company. If none are available in the company, the fact will be reported to the adjutant immediately after guard mounting.

When the inspection shall have been completed, the officer of the day resumes his position and directs the commander of the guard to march the guard to its post.

RELIEVING THE OLD GUARD.

360. As the new guard approaches the guardhouse, the old guard is formed in line, with its field music 3 paces to its right; and when the field music at the head of the new guard arrives opposite its left, the commander of the new guard commands: 1. **Eyes,** 2. **RIGHT;** the commander of the old guard commands: 1. **Present,** 2. **ARMS;** commanders of both guards salute. The new guard marches in quick time past the old guard.

When the commander of the new guard is opposite the field music of the old guard, he commands: **FRONT;** the

commander of the old guard commands: 1. **Order,** 2. **ARMS,** as soon as the new guard shall have cleared the old guard.

The field music having marched 3 paces beyond the field music of the old guard, changes direction to the right, and, followed by the guard, changes direction to the left when on a line with the old guard; the changes of direction are without command. The commander of the guard halts on the line of the front rank of the old guard, allows his guard to march past him, and when its rear approaches forms it in line to the left, establishes the left guide 3 paces to the right of the field music of the old guard, and on a line with the front rank, and then dresses his guard to the left; the field music of the new guard is 3 paces to the right of its front rank.

361. The new guard being dressed, the commander of each guard, in front of and facing its center, commands: 1. **Present,** 2. **ARMS,** resumes his front, salutes, carries saber, faces his guard and commands: 1. **Order,** 2. **ARMS.**

Should a guard be commanded by a noncommissioned officer, he stands on the right or left of the front rank, according as he commands the old or new guard, and executes the rifle salute.

362. After the new guard arrives at its post, and has saluted the old guard, each guard is presented by its commander to its officer of the day; if there be but one officer of the day present, or if one officer acts in the capacity of old and new officer of the day, each guard is presented to him by its commander.

363. If other persons entitled to a salute approach, each commander of the guard will bring his own guard to attention if not already at attention. The senior commander of the two guards will then command "1. **Old and new guards,** 2. **Present,** 3. **ARMS.**"

The junior will salute at the command **"Present Arms"** given by the senior. After the salute has been acknowledged, the senior brings both guards to the order.

364. After the salutes have been acknowledged by the officers of the day, each guard is brought to an order by its commander; the commander of the new guard then directs the orderly or orderlies to fall out and report, and causes bayonets to be fixed if so ordered by the commanding officer; bayonets will not then be unfixed during the tour except in route marches while the guard is actually marching, or when specially directed by the commanding officer.

The commander of the new guard then falls out members of the guard for detached posts, placing them under charge of the proper noncommissioned officers, divides the guard into three reliefs, **first, second,** and **third,** from right to left, and directs a list of the guard to be made by reliefs. When the guard consists of troops of different arms combined, the men are assigned to reliefs so as to insure a fair division of duty, under rules prescribed by the commanding officer.

365. The sentinels and detachments of the old guard are at once relieved by members of the new guard; the two guards standing at ease or at rest while these changes are being made. The commander of the old transmits to the commander of the new guard all his orders, instructions, and information concerning the guard and its duties. The commander of the new guard then takes possession of the guardhouse and verifies the articles in charge of the guard.

366. If considerable time is required to bring in that portion of the old guard still on post, the commanding officer may direct that as soon as the orders and property are turned over to the new guard, the portion of the old guard at the guardhouse may be marched off and dismissed. In such a case, the remaining detachment or

detachments of the old guard will be inspected by the commander of the new guard when they reach the guard-house. He will direct the senior noncommissioned officer present to march these detachments off and dismiss them in the prescribed manner.

367. In bad weather, at night, after long marches, or when the guard is very small, the field music may be dispensed with.

Appendix A.

When the guard for the day is supplied by more than one organization, the details due from the several companies will be determined as follows: Take the number of privates for duty in each company from its morning report for the day next preceding that on which the tour of duty is to commence, deducting details for detached service of over 24 hours, made after the morning report has been received; the total of these gives the total number of privates available. Then: The total strength is to the strength of a company as the total detail is to the detail from the company. Multiply the total detail by the strength of the company, and divide the result by total strength; carry out to two places of decimals, disregarding all smaller fractions. This rule is applied for each company.

The whole numbers in the results thus obtained are added together, and if the total is less than the total detail required add one to the whole number in the result that has the largest fraction, and so on for each company till the required total is obtained.

There will thus be a difference between the exact proportion and the number detailed from each company; this difference is entered in the credit column and the next day is carried forward and added or subtracted from the first proportion.

FIRST DAY.

Company.	Strength.		Privates for guard required, including 3 for stable guard.		Total strength.		Proportion.	Detail.	Credits.
A	25	×	14	÷	160	=	−2.18	+ 2	−.18
B	24	×	14	÷	160	=	−2.10	+ 2	−.10
C	30	×	14	÷	160	=	−2.62	+ 3	+.38
D	22	×	14	÷	160	=	+1.92	+ 2	+.08
E	22	×	14	÷	160	=	+1.92	+ 2	+.08
F (Cav.)	37	×	14	÷	160	=	−3.23	+*3	−.23
	160						11	14	

* Troop F furnishes 3 stable and no other guard.

NOTE.—The proportion due from a company is always given a minus sign and the detail furnished given a plus sign.

SECOND DAY.

Company.	Strength.	Privates for guard required, including 3 for stable guard.	Total strength.	First proportion.	Credits brought forward.	Final proportion.	Detail.	Credits.
A	27	× 14 ÷ 160 =	−2.36	−.18	−2.54	+ 2	−.54	
B	23	× 14 ÷ 160 =	−2.01	−.10	−2.11	+ 2	−.11	
C	28	× 14 ÷ 160 =	−2.45	+.38	−2.07	+ 2	−.07	
D	23	× 14 ÷ 160 =	−2.01	+.08	−1.93	+ 2	+.07	
E	21	× 14 ÷ 160 =	−1.83	+.08	−1.75	+ 2	+.25	
F (Cav.)	38	× 14 ÷ 160 =	−3.32	−.23	−3.55	+*4	+.45	
	160				11	14		

* Troop F furnishes 3 stable and 1 main guard.

The number of sergeants, corporals, and musicians will be determined in like manner.

A convenient form for the roster is as follows.

ROSTER I.—PRIVATES.

Enlisted strength of guard, 14 privates.

	Guard required.		
	Jan. 1, 14.	Jan. 2, 14.	Jan. 3, 14.
A Company:			
Strength	25	27	27
First proportion	−2.18	−2.36	−2.36
Final proportion	.....	−2.54	−2.90
Detail	+2	+2	+3
Credits	− .18	− .54	+ .10
B Company:			
Strength	24	23	23
First proportion	−2.10	−2.01	−2.01
Final proportion	.....	−2.11	−2.12
Detail	+2	+2	+2
Credits	− .10	− .11	− .12
C Company:			
Strength	30	28	28
First proportion	−2.62	−2.45	−2.45
Final proportion	.....	−2.07	−2.52
Detail	+3	+2	+3
Credits	+ .38	− .07	+ .48
D Company:			
Strength	22	23	23
First proportion	−1.92	−2.01	−2.01
Final proportion	.....	−1.93	−1.94
Detail	+2	+2	+2
Credits	+ .08	+ .07	+ .08
E Company:			
Strength	22	21	21
First proportion	−1.92	−1.84	−1.84
Final proportion	.....	−1.76	−1.59
Detail	+2	+2	+1
Credits	+ .08	+ .24	− .59
F Troop:			
Strength	37	38	38
First proportion	−3.23	−3.32	−3.32
Final proportion	.....	−3.55	−2.87
Detail	+3	+4	+3
Credits	− .23	+ .45	+ .13

Appendix B.

When details for guard and fatigue are made as prescribed in paragraph 11, no account will be taken of very small disproportions in the strength of companies.

When the disproportion is considerable a roster will be kept by the sergeant major under the supervision of the adjutant as follows: In accordance with the method explained in Appendix A, determine the proportion of privates each company would be required to furnish.

In the credit column, charge each company, except the one furnishing the guard, with this proportion, i. e., with the number of men it was due to furnish but did not furnish. Enter this number or proportion with a minus sign.

Then credit the company furnishing the guard with the number of men furnished, less the proportion it was due to furnish. The difference is the number of men it furnished in excess, and is entered in the credit column with a plus sign.

Whether the same or different companies furnish the guard on consecutive days, the debits and credits will be determined for each day and added algebraically to the credit or debit brought forward from the preceding day. The result will then be entered in the credit column for the day.

When a new company is to relieve the one furnishing the guard, that one will ordinarily be detailed which has the largest minus number in the credit column.

The following table indicates the form of the roster.

The order in which companies are shown in this table as furnishing the guard has no especial significance, as many reasons may enter into the determination of this matter.

ROSTER II.—PRIVATES.

Guard furnished.			A Company.			B Company.			C Company.			D Company.			E Company.		
	Company.	Number of privates.	Strength.	Proportion.	Credits.	Strength.	Proportion.	Credits.	Strength.	Proportion.	Credits.	Strength.	Proportion.	Credits.	Strength.	Proportion.	Credits.
Jan. 1	A	13	47	3.39	+ 9.61	29	2.09	+ 2.09	34	2.46	— 2.46	34	2.46	— 2.46	36	2.60	— 2.60
Jan. 2	A	13	47	3.39	+19.22	29	2.09	— 4.18	34	2.46	— 4.92	34	2.46	— 4.92	36	2.60	— 5.20
Jan. 3	E	13	47	3.39	+15.82	29	2.09	— 6.27	34	2.46	— 7.38	34	2.46	— 7.38	36	2.60	+ 5.20
Jan. 4	E	10	47	2.51	+13.30	31	1.65	— 7.92	36	1.93	— 9.31	37	1.98	— 9.36	36	1.93	+13.27
Jan. 5	D	10	47	2.51	+10.79	31	1.65	— 9.57	36	1.93	—11.24	37	1.98	— 1.34	36	1.93	+11.34
Jan. 6	C	10	47	2.51	+ 8.28	31	1.65	—11.22	36	1.93	— 3.17	37	1.98	— 3.32	36	1.93	+ 9.41
Jan. 7	B	10	47	2.51	+ 5.77	31	1.65	— 2.87	36	1.93	— 5.10	37	1.98	— 5.30	36	1.93	+ 7.48
Jan. 8	D	10	47	2.51	+ 3.26	31	1.65	— 4.52	36	1.93	— 7.03	37	1.98	+ 2.72	36	1.93	+ 5.55
Jan. 9	C	10	47	2.51	+ .75	31	1.65	— 6.17	36	1.93	+ 1.04	37	1.98	+ .74	36	1.93	+ 3.62
Jan. 10	B	10	47	2.51	— 1.76	31	1.65	+ 2.18	36	1.93	— .89	37	1.98	— 1.14	36	1.93	+ 1.69
Jan. 11	A	10	47	2.51	+ 5.73	31	1.65	+ .53	36	1.93	— 2.82	37	1.98	— 3.12	36	1.93	— .24
Jan. 12	A	10	47	2.51	+16.74	31	1.65	— 1.12	36	1.93	— 4.75	37	1.98	— 5.10	36	1.93	— 2.17
Jan. 13	D	10	47	2.51	+14.23	31	1.65	— 2.77	36	1.93	— 6.68	37	1.98	+ 2.92	36	1.93	— 4.10
Jan. 14	C	10	47	2.51	+11.72	31	1.65	— 4.42	36	1.93	+ 1.39	37	1.98	+ 4.90	36	1.93	— 6.03
Jan. 15	E	10	47	2.51	+ 9.21	31	1.65	— 6.07	36	1.93	+ 2.32	37	1.98	+ 2.92	36	1.93	+ 2.04

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